

United States Jobs Expertini®

Outside Sales Representative

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Company: Arrow Building Center

Location: Oakdale

Category: sales-and-related

Arrow Building Center, Lampert Lumber and Lyman Lumber Companies, divisions of US LBM provides a wide range of building materials to construction professionals, combining the advantages of our national scale with the excellent service levels, expertise, entrepreneurial culture and customer relationships of our local brands.

As a people-first company, passionate about continuous improvement, US LBM is proud to provide our associates access to the resources, training and developmental opportunities to empower them to succeed today, while growing professionally and preparing for the challenges of tomorrow.

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Position Overview

The Outside Sales Representative generates and secures new sales to increase the profitability of the company. This position maintains existing accounts while generating new business through cold calls and following leads.

Essential Job Duties

Promote, sell, and secure new accounts for the company.

Provide existing accounts with necessary products, time, and information.

Assist with the selection of products best suited to customer needs.

Prepare, coordinate, and communicate price quotations, terms of sales, delivery dates, and service obligations to customers/contractors.

Resolve customer complaints and problems.

Assist in the collection of accounts receivable.

Coordinate project schedules, contractor schedules, and material deliveries.

Prepare and input orders as necessary.

Informs company of competitive prices, products, and area-related information.

Maintain current knowledge of daily and monthly sales and their relationship to budget and margin goals.

Research and order special products as necessary.

Estimate materials from blueprints supplied by customer/contractor.

Adhere to Conflict of Interest or Non-Compete agreement if in place.

Comply with Company's attendance policy by maintaining regular and predictable attendance.

Perform other duties as assigned by location management.

Knowledge, Skills & Abilities

Minimum education required -High School diploma or G.E.D.

Minimum experience required -3 years of sales experience in building materials or related industry.

Special skills required -Working knowledge of building materials industry and products, ability to negotiate prices and contractual agreements.

Special knowledge required - estimating from blueprints, ability to use calculator and computer.

Must have valid driver's license.

Physical demands include the ability to drive up to 50% of the time, lift up to 25 lbs. on a regular basis and 50 lbs. on a random basis, and/or work in extreme weather conditions. Sitting, stooping, bending, standing, or walking for extended periods of time.

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