



MANUFACTURERS OF QUALITY BUILDING COMPONENTS

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Job Title: Sales Associate/Estimator

Hours: Full time

Pay Starting: \$16 and up

Benefits: PTO, Health Insurance, HSA, 401K

Position Purpose: Become part of a successful sales team and to provide customer service and sales by phone, email and in person.

The job requirements include but are not limited to the following:

Core Value Expectations

- Actively pursue high character, high trust, and high performance personally, corporately, and in all aspects of the position
- Provide distinctive quality and unparalleled customer service both internally and externally
- Demonstrate and promote integrity, respect, and teamwork
- Invite others to help you grow through living authentically with nothing to prove, lose or hide
- Evidence humility by actively receiving teaching and mentoring

Primary Role Expectations

- Estimate material Take off and Building Packages
- Answer phone calls, emails and in-person sales inquiries from customers
- Become familiar with customer operations to meet needs and expectations
- Work as a Team Player by helping in other areas as needed
- Provide all customer feedback to the Sales Manager
- Occasionally travel to customer site

Qualifications: (Willing to train if interested)

- Great customer service skills are a must!
- Have excellent communication and interpersonal skills with a positive attitude
- Outstanding organizational skills, multi-tasking and coordination abilities
- Ability to work with little supervision and track multiple processes
- Experience in Estimating Building Products is a plus
- Strong Problem-solving skills and the ability to exercise sound judgement and make decisions
- Need to be independent, self-motivated and a team player
- Must have mathematical skills commensurate with position
- Attention to detail
- Experience with Office Productivity Tools (Word, Excel, PowerPoint, Outlook) and ability to learn and use ERP systems

Physical Requirements:

- Must be able to lift at least 25 lbs.

Apply to Hixwood Metal LLC - Call Mary at 1-715-206-7033 or Maryf@Hixwood.com