

JOB DESCRIPTION

Job Title: Building Materials Sales

Department: Sales

Location: Rochester, MN

Position Type: Full Time

Salary Range: Base + Commission

Reporting Manager: Branch Manager

Employment Status: Exempt

Summary

To sell products and services offered by Kreofsky Building Supplies at a profit margin acceptable by the Branch Manager.

Essential Functions

- o Exceed personal sales goals set by Branch Manager.
- o Provide sales projections that meet or exceed goals.
- o Prospect for new customers on a consistent basis- and document those efforts.
- o Follow up on all sales calls to ensure that we are meeting our customers' needs.
- o Visit job sites to stay informed of the next stages in each active project.
- o Build and maintain working relationships (internal and external).
- o Organize work with consistency.
- o Provide estimates to customers in a timely manner.
- o Order special order items from critical vendors.

Other Functions

- o Work with yard personnel in organizing and coordinating loads to be built and delivered.
- o Work with inside sales support with respect and patience to achieve our goal of the best service in the area.
- o Work with accounts receivable to help keep customer accounts balances current.

- o Disclose any ideas or suggestions that would help KBS operate in a more efficient way.

This job description is not limited only to the above content. Duties and responsibilities may change at the discretion of the Branch Manager or Division President.

Qualifications

- o Must be organized and have the ability to manage multiple tasks.
- o Must have excellent communication skills.
- o Self-driven
- o Responsible and logical
- o Excellent customer service skills
- o Strong time management skills

Experience & Education

- o Must have at least 3 years of experience within the building materials industry
- o Excellent math skills
- o Problem solving skills
- o Must have knowledge of the products we sell.
- o Computer skills
- o Knowledge of computer programs necessary for job functions

Substance Abuse Testing

Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in the handbook. Certain positions within this class are subject to DOT Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 382 (by assignment).