



Job Title	Sales Representative - Flooring
Department	Sales
Level/Salary Range	Based on Experience
Will Train Applicant(s)	Product Training
Position Type	Full time
Application Accepted By: Equal Opportunity Employer	
Email resume and cover letter explaining career objectives, salary requirements, and references to Sam Garner at sam@bigredhammer.com	
Job Description	
<u>Essential Duties and Responsibilities</u>	
<ul style="list-style-type: none"> • Maintain positive business and customer relationships to prolong customer lifetime value • Meet or exceed monthly sales goals • Provide excellent customer service, account management, and salesmanship • Promote products/services to new and existing customers • Build quotes and proposals • Track appointments, status reports, and sales to report to management as requested • Research and recommend new product offerings • Maintain regular communication with existing vendors • Regulate product inventory 	
<u>Preferred Skills</u>	
<ul style="list-style-type: none"> • Excellent customer service and communication skills, both verbal and written • Aptitude for negotiation and persuasion • Highly motivated, determined, and target driven • Ability to use multiple software platforms • Expert in time management and personal organization • Prior flooring experience is a plus 	
<u>Qualifications and Education Requirements</u>	
Education and/or Experience:	
High School diploma or general education degree. Job related experience and/or training, or equivalent combination of education and experience	

Presentation Skills:

Ability to read and comprehend instructions. Ability to write simple correspondence. Ability to present information effectively to individuals and small group situations to customers, clients and associates of the organization.

Mathematical Skills:

Ability to calculate margin and mark-up. Understand how to calculate percentage increases/decreases. Understanding blueprints, takeoffs and general construction standards.

Computer Skills:

Ability to work on personal computers and use software applications.

Work Environment

Work environment will vary between office and job sites. May be exposed to high or low temperatures, construction work sites and warehouse environments.

Safety and Security

Observes all safety and security policies and procedures. Determines appropriate action on the job and looks after the well-being of other associates. Reports potentially unsafe conditions. Uses equipment and materials properly. Uses appropriate personal protective equipment.

Additional Notes

Busy B Lumber Company is a drug free work environment. Pre-employment drug screen required. Random substance screening post-hire. Background Check is part of the application process.

The company reserves the right to modify, interpret, or apply this job description to address the company's current needs and desires. Job cross training may also apply. This job description in no way implies that these are the only duties for this position. The employment relationship is not an employment contract, implied or otherwise. This employment relationship remains "At Will".