



INSIDE SALES REPRESENTATIVE

This position will report to our location in Stallings or Raleigh, NC. The hours are M-F, 7:00 am – 4:00 pm.

As an Inside Sales Representative, you must be able to provide excellent customer service to our outside sales representatives, customers, and vendors for stock and custom-building projects. The ISR processes quotes from outside sales reps accurately and timely, placing orders with vendors, and tracks these orders until they have been received by our warehouse, keeping accurate accounts of all quotes, orders, shipments, and files.

To perform this job successfully, an **individual must possess** the following:

- Project Management skills include coordinating and overseeing several projects, from quotes to warehouse receipt.
- Ability to read a tape measure and perform mathematical calculations such as addition, subtraction, multiplications, and division using whole numbers, common fractions, and decimals.
- Strong attention to detail with the ability to read, analyze and interpret data for accuracy and completeness.
- Strong interpersonal and communications skills, including verbal and written.
- Ability to present information and respond to one-on-one and small-group questions.
- Effective problem-solving and time-management skills.
- Ability to work independently with minimal supervision and function as a team.
- Willingness to learn and understand our product line, how to perform a plan take-off, and read a set of blueprints.

Education and/or Experience:

- Must have a High School Diploma or GED certificate. Preferably a BS/BA in business.
- Prior experience using Microsoft applications, such as Word, Excel, PowerPoint, and Outlook.
- At least 1-3 years experience working in a fast-paced distribution or building supply center.

Work Environment:

This position requires moderate mobility and the ability to sit for long periods of time. We are a fast-paced deadline-orientated warehouse with minimal noise. Reasonable accommodations may be made to enable individuals with disabilities.