

JOB ANNOUNCEMENT
Lewis Lumber Products
Located in Picture Rocks, PA

SALES ASSOCIATE

QUALIFICATIONS:

EDUCATION: Associates or BS in Wood Products/Forestry, Marketing, Business or other related field preferred.

BASIC FUNCTION:

The basic function of the Sales Associate is to work within a team to assist in facilitation of lumber product sales. Processing sales orders, data entry, verification of and communication between customer and other company personnel.

Other basic functions include:

- Quoting customer needs
- Verify credit worthy status
- Report quoting information to Salesperson and contact manager
- Check inventory
- Process millwork order forms
- Use of company software to assist in data entry
- Implement phone etiquette
- Communicate information at all appropriate levels (Sales, Production, Inventory, Traffic, and Administration)

REQUIREMENTS:

Skill, Knowledge and Abilities

The use of analytical and observational skills which demonstrate an ability to learn and develop good salesmanship tactics. Excellent people skills and the ability to communicate well with customers and employees. Computer skills in navigating keyboard, data entry, data analysis, Microsoft word, Excel, Access, and the internet.

Understand and apply basic sales techniques such as: proper phone etiquette, probing questions, active listening, relationship building, problem solving and account management. A general understanding of the lumber industry, lumber terminology and inventory management.

Working Conditions

Primarily Office, some lumber warehouse, and planing mill environment. Also customer office and factory sites along with meeting and seminar facility sites.

Complete job description available upon request

- Must be willing to take a Personal Profile Test at time of interview.
- Must be willing to take assessment test.

Submit letters of interest and resumes to:

Mitzi Hawley email:mitzih@lewislp.com

Lewis Lumber Products, PO Box 356, Picture Rocks PA 17762

AN EQUAL OPPORTUNITY EMPLOYER