



## JOB POSTING: WINDOW & DOOR SPECIALIST

Beisser Lumber is currently seeking a full-time window and door specialist for sales and service of our company's range of windows and exterior doors to new and existing customers. If interested, please provide your resume or application to Rob Lambertsen at your earliest convenience. We will be collecting resumes and/or applications through August 13, 2021. Thank you.

DATE: August 4, 2021

REPORTS TO: Jeff Johnson, Vice President

### ESSENTIAL JOB FUNCTIONS:

- Expert level product knowledge on all aspects of windows and exterior doors. Familiarity with all product lines including Anderson, Sierra Pacific, and Gerkin.
- High attention of detail when it comes to measuring, documenting, and ordering window packages for residential and commercial projects.
- Work directly with sales team during Builder/Client selection and plan review meetings.
- Assist estimating department on the bidding of both high-end residential and commercial projects.
- Promote sales growth by prospecting commercial projects in the plan rooms. Work with architects to get windows specified during the project planning and bid stages.
- Build and cultivate relationships with new and existing customers and ability to provide best in class customer service.
- Other duties as assigned.

### MINIMUM JOB REQUIREMENTS:

- GED with 3+ years of related sales experience, or equivalent.

### SKILLS:

- Ability to effectively communicate, present, and follow written and verbal instructions and/or information with good organizational skills to prioritize work. Ability to calculate figures and amounts according to job specifications.

### TYPICAL PHYSICAL AND/OR MENTAL DEMANDS:

- Requires extended periods of sitting with some standing, walking, and bending, and a normal range of hearing and vision.
- Requires the ability to occasionally lift and carry up to 25 pounds.
- Requires manual dexterity sufficient to operate all equipment necessary to complete sales duties.

### WORKING CONDITIONS:

- Work in a typical office type setting.
- Work for up to 8 - 10 hours per day, with additional hours as needed.