



BEISSER

LUMBER COMPANY

TITLE: Inside Sales Associate

DATE: February 22, 2025

DEPARTMENT(S): Sales

FLSA STATUS: Non-exempt

REPORTS TO: Vice President of Sales

Job Summary: Assist customers with product inquiries, primarily related to doors, windows, trim materials, and decking.

Key Responsibilities:

- Assist customers with product questions, focusing on doors, windows, and decking.
- Provide recommendations and guidance on product selection.
- Process orders, quotes, and customer checkouts accurately and efficiently.
- Maintain a clean, organized, and well-stocked showroom.
- Restock merchandise and ensure product displays are visually appealing.
- Answer incoming phone calls and direct them to the appropriate person if unable to provide an answer.
- Build and maintain strong customer relationships through excellent service.
- Stay up to date on product knowledge and industry trends.
- Collaborate with internal teams to ensure timely order fulfillment and customer satisfaction.
- Contribute to the achievement of sales targets and business goals.

Qualifications & Skills:

- Previous experience in sales, customer service, or a related field is a plus.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and POS software.
- Excellent organizational and multitasking abilities.
- Ability to work collaboratively in a team environment.
- A proactive and results-oriented attitude.
- Basic mathematics and financial knowledge.

Benefits:

- Competitive salary based on experience.
- Opportunities for professional growth and development.
- Supportive and team-oriented work environment.
- Employee discounts on company products.

Working Conditions:

- Work in a typical office-type setting.
- Work up to 8 hours per day, and overtime on an as need basis.