

Sales Expeditor Job Solicitation

Schilling Lumber Company is a progressive and forward moving company that has been in business since 1945 and has roots in the home building business dating back to at least 1899.

As a private, family owned and operated company Schilling Lumber is the largest full time private employer in Saint John, Indiana.

Schilling Lumber is the leading seller of most interior and exterior building and construction supplies.

Schilling offers advancement opportunities to all who desire to move up within the company. Hard work, dedication, looking out for the company's best interest along with never settling for just fitting in will get you ahead and consequently growing your earning potential.

Schilling is currently recruiting bright and energetic Sales Expeditors for their Mokena, Illinois location.

○ Job Responsibilities

- Provide excellent customer service
- Processing Customer Orders with attention to detail
 - Process quotes, bids and estimates
 - Identify Efficiencies – seek ways to stream line processes
 - Ability to minimize deliveries to jobsites
 - *Verify orders with customer or salesperson*
 - Correct Products
 - Correct Quantities
 - Correct Address
 - Correct Directions
 - Minimize returns
 - Suggestive sell additional products
 - Doors w/ windows
 - Custom windows w/ standard windows
 - Arch casings, extension jamb, window screens and hardware w/ trim load
 - Trim load w/ cabinet load
 - Flooring w/trim load
 - Organize and file paperwork
 - Any other duties as required

○ Education Requirements

- High School Degree or equivalent
- Two year degree in construction management a plus
- 100% score on Math Test, 90% score on Application Test
- Strong knowledge & experience of construction, building materials and supplies
- Working knowledge of the following computer programs
 - Excel, Word, Windows
- Ability to interpret blueprints
- Good organizational skills & ability to multi-task
- Knowledge in Auto Cad is desired, not required
- Retail sales experience is a plus

Mission- To provide our customers what they want, when & where they want it, on time and error free as efficiently as possible

