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Sales Expeditor Job Solicitation

| | |
|--|---|
| Hiring Manager: John Arehart / Bob Blandford | Location/Department: Sales |
| Number to be recruited: 1 | Date of Request: February1, 2012 |
| Replacement _____ Net New <u> X </u> | Replacement for: |
| Describe recruiting need: Expediter/Assistant needed to support John Arehart | |
| Approved to Hire: | Requisition Number, (HR to assign following approval). 2012 - 009 |

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 a bright and energetic Sales Expeditor/Assistant for their Saint John, Indiana location.

- **Job Responsibilities**
 - Provide excellent customer service
 - Cultivate relationships with Managers/Salespersons and account contacts
 - Gain understanding of specific produce preferences for individual accounts
 - Function as a "back up" in the absence of Manager and/or sales personnel
 - Processing Customer Orders – **Attention to detail and organization skills are critical**
 - 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
- Adequate scores on required tests
- Strong knowledge & experience of construction, building materials and supplies
- Working knowledge of the following computer programs
 - Excel, Word, Windows
- Good organizational skills & ability to multi-task
- 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