

Inside Sales Representative - Associate 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 Associates for their Saint John, Indiana location.

Job Duties:

- Reports directly to Sales Manager
- Build relationships with walk-in customers to enhance sales opportunities
- Cultivate and document all contact info in Outlook
- Share all leads and opportunities with appropriate departments
- Communicate with Purchasing needs for special products
- Responsible for accurately estimating building products
- Accountable for servicing a large customer group & broad functional area
- Investigates and answers complex questions and inquiries within the framework of the sales function
- Regularly works to develop relationships over time that will provide significant input to planning strategies. Occasionally serves as a team member on special projects.
- Collects, analyzes and reports sales data and information.
- Follows and enforces company policies and procedures
- Is innovative and provides suggestions for improvement across the company
- Any other duties as required by management

General Tasks and Responsibilities:

- Plans and implements sales to specific, major accounts where cultivating relationships, identifying opportunities and account management skills are critical.
- Accounts frequently have multiple buying locations, making establishing and maintaining broad customer relationships essential.
- Plans how to establish and maintain major account relationships and meet personal sales targets within the full line of products or combination of products.
- Establishes and builds strong client relationships over time that allow for continuity and ongoing representations reinforced by sales support/delivery programs and communications to other relevant organizational functions/divisions.
- Participates with other key account managers and sales management to develop sales strategies and helps identify target accounts and opportunities with the framework of the organization-wide strategy.
- Monitors competitive activity in each account and ensures that appropriate response strategies are formulated and communicated.

Education and Skills:

- Four year degree in construction or management field or equivalent experience
- 3 or more years of experience in building products/sales industry

- Proficient scoring on the all candidate testing
- Knowledge of all aspects and uses of construction materials
- Aggressive, competitive and resilient
- Persuasive and people-orientated
- Precise, accurate and attentive to detail
- Good follow through, living up to commitments, finish what you start mentality
- Innovative and intuitive
- Excellent organizational and time management skills
- Proficient in Word, Excel and Outlook as demonstrated in Excel Test

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