

HPM Building Supply

Job Description

Job title:	Contractor Sales Representative	FLSA:	Non-exempt
Department:	Contractor Sales	Reports to:	Sales Manager / Equivalent
Special Note:	n/a	Last Updated:	8/17/2022

Job Summary

The Contractor Sales Representative supports the operations of the Sales Department to execute and manage the bidding process and supply chain for building projects undertaken by assigned contractors and owner-builder customers. The Contractor Sales Representative also generates profitable sales and beneficial business relationships by providing consistent, exemplary, efficient, and timely service to all internal and external customers.

Essential Functions

- Provide an experience that wows our customers by providing consistent high-level customer service, actively listening to customers to address needs, and efficiently managing the flow of customers.
- Support Outside Sales Representative(s) while they are in the field or need assistance servicing customers on tasks such as quotes and order procurement.
- Follow up on outstanding quotes or sales orders to ensure the customer's business needs are met and valued.
- Perform various point-of-sale quotes and transactions to service customers.
- Upsell customers by identifying and suggesting complimentary or related products/services.
- Bridge sales across departments to ensure HPM can bid and sell as many products or services as possible for each customer project.
- Facilitate bidding that optimizes profitability for HPM and provides customers with competitive advantages.
- Educate customers on updated and new product offerings.
- Achieve company assigned Sales and Margin Goals/
- Ensure payments on accounts are received in a timely fashion and work with accounting as issues come up.
- Other projects and responsibilities may be added at the company's discretion.

Job Requirements and Qualifications

Education and Training Requirements: High School diploma or equivalent required

Knowledge and Ability Requirements:

- Knowledge of materials, methods, and the tools involved in construction.
- Requires excellent written and verbal communication skills, including ability to follow-up and follow-through in a respectful manner.
- Ability to develop strong partnerships with co-owners and customers.

Experience Requirements: Two years of related work experience or equivalent.

Other Information

- Punctuality and regular attendance are mandatory.
- Strict adherence to impeccable safety standards is a must.
- Work environment is air-conditioned with some various outdoor locations.
- Must be able to lift up to 50 pounds with or without a reasonable accommodation.

Owner Signature

Manager Signature

Owner Name (please print)

Manager Name (please print)

Date

Date

Note: We use the term "owner" instead of employee since we are 100% employee owned!