

SHEPLEY WOOD PRODUCTS, INC.



Job Description Form

Job Title:	Inside Sales Leader - Nantucket	Type of Position:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other:
Department:	Sales	Exemption:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
Location:	Nantucket	Schedule:	M – F, 7 a.m. – 5 p.m.
Reports to:	Sales Manager		
Supervisory Responsibility:	This position has no direct reports		

GENERAL DESCRIPTION:

The Inside Sales Leader is responsible for coordinating the efforts of the Inside Sales Team to meet the expectations of our customers and achieve company sales and profit goals. In addition to leadership responsibilities, the Inside Sales Leader is expected to perform all of the functions required of an Inside Sales Representative.

ESSENTIAL JOB FUNCTIONS, SKILLS, AND COMPETENCIES INCLUDE:

Essential Functions

1. Oversee, mentor and provide work direction on a daily basis for Inside Sales Team
2. Define goals and objectives for Inside Sales Team members and the group as a whole
3. Prioritize and distribute customer requests amongst Inside Sales Team members
4. Track the progress of all active requests and ensure they are completed in line with customer expectations
5. Play an active role in budget and other sales goal planning
6. Perform the essential functions of an Inside Sales Representative, including:
 - a. Maintain existing customer relationships and actively prospect
 - b. Process customer order requests and coordinate fulfillment
 - c. Process customer quote requests accurately and in a timely fashion
 - d. Ensure accuracy of all customer communications
 - e. Play an active role in reviewing and verifying the accuracy of quoted special order materials with customers prior to ordering
 - f. Follow-up on quotes and orders and maintain regular contact with customers
 - g. Partner with Outside Sales to manage work generated in the field
 - h. Attend all training sessions offered internally
 - i. Continuously develop your knowledge of building materials and the construction industry as a whole in order to better support the needs of our customers
7. Perform any necessary assignment requested by supervisor

Competencies

1. Organization and time management
2. Communication proficiency
3. Teamwork
4. Technical capacity

WORK ENVIRONMENT:

This job operates in a professional office environment. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL REQUIREMENTS:

- | | |
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| <input type="checkbox"/> Repetitive stooping, twisting | <input checked="" type="checkbox"/> Repetitive squatting, kneeling |
| <input type="checkbox"/> Exposure to skin irritants | <input checked="" type="checkbox"/> Prolonged standing, walking |
| <input type="checkbox"/> Exposure to dust/fumes/airborne particles | <input checked="" type="checkbox"/> OCCASIONAL Lifting over <input checked="" type="checkbox"/> 25 <input type="checkbox"/> 50 <input type="checkbox"/> 100 pounds |

Sitting for long periods of time

Other:

POSITION QUALIFICATIONS:

1. 5+ years' previous experience in a leadership role
2. Solid knowledge of a wide range of lumber and building material products
3. Experience in material take-offs and estimating
4. Strong work ethic and ability to lead by example
5. Solid organizational skills and high attention to detail
6. Must be friendly, outgoing and possess the ability to effectively communicate with others
7. Must be able to work a flexible schedule including holidays

EDUCATION REQUIREMENTS:

Minimum: high school diploma or equivalent.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.