

# SHEPLEY WOOD PRODUCTS, INC.



## Job Description Form

<b>Job Title:</b>	Showcase Inside Window and Door Sales Estimator	<b>Type of Position:</b>	<input checked="" type="checkbox"/> Full-time
<b>Department:</b>	Sales	<b>Exemption:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
<b>Location:</b>	Showcase	<b>Schedule:</b>	Monday-Friday 7-5; Saturdays as scheduled
<b>Reports to:</b>	Showcase Manager, Outside Sales		
<b>Supervisory Responsibility:</b>			

### GENERAL DESCRIPTION:

This position is responsible for supporting the Outside Sales personnel and working with Outside Sales, Inside Sales, Internal Customers (Sales Teams) and External Customers (Architects, Builders) to generate window and door estimates from information provided by customers to the Shepley Showcase through Project Plans and Customer Generated Lists

### ESSENTIAL JOB FUNCTIONS, SKILLS, AND COMPETENCIES INCLUDE:

1. Accept, log in and document Residential and Commercial Building Plans as they arrive and generate quotes from these plans.
2. Become proficient in the use of Andersen quote system, other manufacturer's quote systems and Shepley's back office and Point of Sales systems.
3. Become proficient in plan take off procedures.
4. Organize both the electronic and hardcopy filing of quotes and orders.
5. Develop and implement a tracking and follow-up procedure for quotes and orders.
6. Update current quotes and order spreadsheets using current hardcopy files and implement a standard procedure for future updates.
7. Coordinate with Andersen Purchasing to insure accurate order lead times.
8. Work with Outside and Inside Sales to create an efficient system that takes information from customers as well as documented plans and specifications to create thorough, well-constructed and timely quotes.
9. Work with external customers, specifically Architects and Builders, to answer questions that arise when in the quoting process
10. Develop a thorough procedure to 'double check' plans with fellow Window and Door Estimators

**OTHER REQUIREMENTS:** Excellent customer service and computer skills; organized; goal oriented; computer and office skills; industry experience a plus. Working well with changing deadlines and changing specifications on building plans.

### WORK ENVIRONMENT:

### PHYSICAL REQUIREMENTS:

- |  |   |
|--|---|
| <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 type="checkbox"/> Lifting over <input type="checkbox"/> 25 <input type="checkbox"/> 50 <input type="checkbox"/> 100 pounds |
| <input checked="" type="checkbox"/> Sitting for long periods of time | <input type="checkbox"/> Other:   |

### POSITION QUALIFICATIONS:

Industry sales experience preferred. Knowledge of building codes, especially for windows and doors highly valuable

### 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.*