



JOB ANNOUNCEMENT

JOB TITLE: INSIDE SALES & CUSTOMER SERVICE
LOCATION: HILLSBORO, OREGON
REPORTS TO: BRANCH OPERATIONS MANAGER

POSITION SUMMARY

Primary duties include providing customer service to contractors and walk-in retail customers; handling cash/credit sales transactions. Telephone sales support includes answering customer questions, taking orders, giving directions, call routing and message taking. Sales support duties include preparation of sales orders, data entry of orders, updating displays and stocking literature, reordering and stocking showroom products. Clerical responsibilities include filing, preparing and sorting mail. In addition this position requires some work outside, on weekends, as well as inventory responsibilities and other projects and duties as assigned.

JOB REQUIREMENTS

- The qualified candidate must have excellent interpersonal written/verbal communication skills and the ability to work both independently and as a member of a fast-paced Branch team.
 - Similar work experience and/or experience in the building materials industry is preferred.
 - This position demands someone with a high level of customer service and the ability to handle multiple priorities is essential.
 - Familiarity with computers, and strong mathematical skills are required.
 - Previous experience with masonry products and/or construction practices a plus.
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APPLICATION PROCESS

All qualified candidates may forward a letter of interest, resume or application to Erin Seeley in Human Resources for consideration. Contact Erin at eseeley@mutualmaterials.com with questions, or for further application instructions.