



MUTUAL MATERIALS®
Trusted Since 1900

JOB ANNOUNCEMENT

JOB TITLE: COUNTER SALES + YARD LABORER
REPORTS TO: BRANCH OPERATIONS MANAGER
LOCATION: BEND, OREGON

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. The loading and unloading of Mutual Materials products for customers in a safe and efficient manner, while promoting positive customer relations. Position will be responsible for inventory control, shipping documentation, and maintaining a clean and orderly yard.

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.
 - Physical capacity to lift up to 50-75 pounds on an occasional basis
 - Previous forklift certification and/or forklift experience is a plus.
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APPLICATION PROCESS

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