

Sales Coordinator with Lumber Industry Experience

Christmas Lumber Company – Knoxville, Tennessee

We would like you to join our winning team of highly persuasive, outgoing, warm and friendly people. The right highly motivated candidate will have an eye for detail while working in a fast paced retail environment.

As a Sales Coordinator your duties will include:

- Provide primary customer contact and coordination for all orders.
- Act as liaison between the Company and/or Outside Sales and customers, as directed.
- Sales order entry, and processing.
- Coordinate sold jobs with customers, staff, purchasing and yards.
- Sales for designated accounts.
- Over the counter sales.
- Analyze and take care of customers' needs.
- Conduct order entry and quote information to customers.
- Locate necessary products.
- Stock shelves and general housekeeping.
- Keep the Inside Sales Supervisor informed of the status of orders and keep in contact with customers and Outside Sales/Account Managers.
- Learn and stay informed of additions, deletions and changes to the Company product lines.
- Entering quotes into the system, sourcing special orders, pricing quotes and following-up with customers.
- Inside Sales Support.
- Assist, as required, in all phases of in-house customer service, including processing sales orders, entering quotes, and bid coordination, and Outside Sales/Account Manager interface.
- Maintain individual prospect and customer files. This includes price quotes, technical specifications, volume of sales, etc.
- Processing sales orders for designated accounts, ensuring that delivery dates are realistic and are met.
- Attain profit goals.
- Following through on all orders including special order requisitions and shipping.
- Maintain a high level of technical and industry knowledge in all areas relating to customer service, including trouble shooting over the phone.
- Serve as the sales support vehicle to Management and Outside Sales.
- Coordinate with the Inside Sales Supervisor regarding the pursuit of open quotes and with Outside Sales for sale closure.

KNOWLEDGE/SKILLS:

- Excellent organizational, communication and attention to detail skills.
- Experience and desire to work within a fast-paced sales environment.
- Strong team player.
- Excellent phone skills.
- Energetic and proactive demeanor.
- Excellent customer service skills for internal and external customers.

EDUCATION/EXPERIENCE:

- (3) Years minimum business or administrative experience.
- **Experience in the Lumber industry is required**

Christmas Lumber Company is a locally owned and operated business with two LBM locations, door shop and truss plant. We have been in business since 1926.

If you want to be recognized for your highly-valued contributions to our professional team, please apply TODAY!