

Contractor Sales Associate

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Come join our team! East Coast Lumber is seeking **Contractor Sales Associates** for full-time positions.

About Us: East Coast Lumber is a full-service professional lumber yard and building supply company located in East Hampstead, NH that has been family owned and operated since 1976. Supplying local builders, remodelers, and homeowners with all their building needs, we have become a preferred supplier of lumber and building materials, kitchen & bath products, builder's hardware, millwork, and equipment sales, rentals, and service.

Work Duties include but are not limited to:

- Operating a Point-of-Sales (POS) system.
- Perform general building material and hardware sales.
- Create orders to be processed for delivery or customer pick up.
- Ordering and coordinating delivery of special orders for contractor and retail customers.
- Extensive phone or in person customer service and consultation.
- Conduct frequent communication with product vendors.
- Assisting customers with product options, installation tips and pricing.
- Developing relationships with regular contractors and retail customers.
- Working on the sales floor to help with stocking, cleaning, and customer service.
- Training in product features, benefits, pricing, and availability during periods of downtime.

General Requirements:

- Experience in either general sales or building materials and/or hardware sales is helpful but willing to train the right candidate.
- Other experience or hands-on training in building related trades would be considered.
- Strong computer skills are essential.
- Excellent customer service and communication skills, both verbal and written English, are required.
- Must have excellent phone skills with the ability to take accurate notes.
- Administrative and some technical skills necessary.
- Must possess good organizational skills, the ability to multitask and take directions.
- Ability to conduct product research via the internet and product manuals.
- Must possess a strong work ethic and integrity.
- Able to work independently or in a team to effectively achieve company goals.
- Maintain a clean, safe, and healthy work environment.
- Capable of lifting heavy objects up to 75lbs.
- Ability to work on your feet for an 8-hour shift.
- Available to work at least one (1) weekend day per week, and some evenings until 7pm.
- Must be legal to work in the United States and be over 18 years old.

Benefits for full-time positions include:

- Competitive Pay based on experience and performance.
- Paid vacation, personal time, holiday pay
- Health, Dental, and Disability Insurance
- Health Saving Account (HSA)
- 401k Profit Sharing Plan with Employer Match
- Employee Discounts
- Industry training and opportunities for advancement