

Millwork Specialist/Sales Associate

East Coast Lumber- East Hampstead, NH

[APPLY ONLINE NOW](#)

Come join our team! East Coast Lumber is seeking **Millwork Showroom 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. By 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.

Reports To: Sales Manager

General Requirements:

- High School Diploma (or equivalent).
- Good organizational and computer skills.
- Two or more years of experience selling millwork, including doors, windows, and stair parts.
- Proficiency communicating product features, specs, and recommendations to customers.
- Ability to work with vendors and coworkers in a team environment.
- Excellent customer service and communication skills, both verbal and written.
- Positive, professional attitude.
- Must be able to lift 50 lbs.

Millwork Specialist Responsibilities:

- Primary responsibility is to meet with the homeowners and contractors, listen and understand their needs and recommend the best solution for their project.
- Ability to take accurate notes, create and maintain quotes/orders, and follow through with order fulfillment.
- Manage order and estimate reports.
- Research products and manuals online.
- Help maintain and organize the Millwork showroom.
- Assist Contractor Sales with special orders, as needed.

Benefits for Full-Time Positions Include:

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