

Position: ***Building Materials Inside Sales***

Reports to: Building Materials Manager

Job Location: Anchorage, AK

Classification: Non-Exempt. Full Time. 5+ / 40+

Job Summary:

Customer service representative. Processes orders from walk-in customers and over-the-phone and fax orders. Schedules deliveries, if needed. Provides service necessary to assume efficient and quality service to the customer. Some overtime work as necessary.

Specific Responsibilities:

1. Computer invoicing of sales orders for contractors and retail customers.
2. Provides quality service to customers.
3. Use of calculators and cash register.
4. Must be able to legibly write and organize notes.
5. Knows and understands the uses of a wide variety of building materials.
6. Communicates special orders and pricing requests with Purchasing Agent.
7. Provides product specification for customers.
8. Maintains clean and organized showroom.
9. Advises direct supervisor of low inventory level and special products needed.
10. Notifies direct supervisor of all customer complaints.
11. Performs other tasks as assigned by the Building Materials Manager.

Requirements:

- Knowledge of construction, products, and accessories is desirable.
- Provides a professional and positive attitude.
- Knowledge of computer invoicing is desirable.
- Possesses organizational skills and note taking.
- Possesses oral and written skills sufficient to deal with customers and fellow employees.

- Knowledge of calculators to provide multiple arithmetic operations.
- Operates a multi-line telephone system.
- Must have own transportation and valid Alaska Driver's license.
- Must be able to work overtime and/or Saturdays as needed.

Benefits:

- Paid holidays.
- Paid vacation time.
- Paid sick leave.
- Medical insurance.
- Disability insurance.
- Life insurance.
- Tax-free Option plan.
- 401K
- Bonus
- Profit Sharing.

AS&G is an Equal Opportunity & Affirmative Action employer and a Drug Free work place; passing a drug and alcohol test will be required prior to employment. Random drug testing.

Please send cover letter and resume to:

Anchorage Sand & Gravel Co., Inc.
Attn. Joel Lessard, Manager
1040 O'Malley Road
Anchorage, AK 99515

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