



ANCHORAGE SAND and GRAVEL CO., INC.

1040 O'Malley Road • Anchorage, AK 99515 • Toll-free: (888) 349-3133 • Phone: (907) 349-3333
Fax: (907) 344-2844 • www.anchsand.com



JOB DESCRIPTION			
JOB TITLE:	Building Materials Sales	SUPERVISORY STATUS:	Non-Supervisor
DEPARTMENT:	Building Materials	FLSA STATUS:	Full Time. Non-Exempt
REPORTS TO:	Building Materials Manager	JOB TYPE CODE:	900025
DATE:	August 13, 2026		

GENERAL SUMMARY

Promotes the use and generates sales of AS&G's line of building materials to contractors, owners and specifiers. Calls on contractors involved in construction. Process orders from walk-in customers and over-the-phone orders. Provides quality & efficient service to all customers.

REQUIREMENTS

1. High school diploma or GED equivalent.
2. Minimum of two years, sales, marketing and customer relations experience.
3. Possesses oral and written skills sufficient to promote products to design and specifying professionals.
4. Ability to communicate effectively to promote products to design and specifying professionals as well as to a wide variety of personalities.
5. Excel and database skills.
6. Analytical and problem-solving skills.
7. Organizational skills.
8. Must possess a valid state driver's license and have an acceptable driving record that meets fleet policy.
9. Must be a team player and have ability to work independently.
10. Must be able to work overtime and Saturdays (if necessary).

PREFERRED REQUIREMENTS

- a. Basic knowledge of computer invoicing is desirable.
- b. Associate degree or bachelor's degree in marketing or customer relations.
- c. Knowledge of construction and building material supply products.
- d. Material sales experience in construction materials.
- e. Knowledge of building materials, construction practices; previous contractor sales experience, experienced contractor.



DUTIES AND/OR RESPONSIBILITIES

1. Develops an annual sales forecast budget for Building Materials.
2. Prepares year-end sales summaries.
3. Prepares forecast and prices for upcoming year.
4. Visits plan centers to evaluate use of AS&G building materials on upcoming projects.
5. Verifies product specifications compatibility.
6. Promotes the use of AS&G's product line to contractors, owners, and specifiers.
7. Prepares and submits job quotes to contractors and obtains orders from them.
8. Researches customer requests for special products and services, provides pricing and coordinates purchases as needed.
9. Visits job sites to verify customer satisfaction and promotes future sales.
10. Prepares price requests, submittals, and special-order forms for presentations.
11. Advises supervisor and/or purchasing agent of special products and accessories as needed, low levels of inventory and dated materials.
12. Advises supervisor and/or sales director regarding all customer complaints. Works with customers and sales director to resolve complaints.
13. Provides assistance and support at the sales counter routinely and backup to other departments as needed. Supports retail sales including floor displays, special sales, and retail sales personnel.
14. Plans and participates in trade shows and special promotions.
15. Manages a computerized point of sale, inventory and accounting system to provide internal reporting and external customer receipts and tracking.
16. Working with the Sales, General Manager or Operations Manager, develops estimates for contractors/customers on larger or specialized projects.
17. Continuously monitor the market for opportunities to provide products and services.
18. Working with General Manager, Operations Manager or Dispatch, direct personnel to deliver building materials to customers as needed.
19. Performs other tasks or duties as assigned by supervisors.
20. Some travel is required.

KNOWLEDGE, SKILLS, AND ABILITIES

- a) Ability to read and comprehend information.
- b) Basic math and computer skills. Ability to learn new programs and use company software systems.
- c) Ability to use proper lifting devices or tools to move large quantities or heavy pieces of inventory with assistance.
- d) Ability to use in-house receiving, shipping and inventory processes and/or computerized systems.



ANCHORAGE SAND and GRAVEL CO., INC.

1040 O'Malley Road • Anchorage, AK 99515 • Toll-free: (888) 349-3133 • Phone: (907) 349-3333
Fax: (907) 344-2844 • www.anchsand.com



PHYSICAL DEMANDS (The following chart indicates the type, amount and frequency of physical effort typically required to perform the essential functions of the job acceptably; including the work positions in which the effort is applied. Physical effort refers to manual effort and the following identifies the normal amount of time performing the task.

1. Work is performed while standing, sitting and/or walking.
2. Requires the ability to communicate effectively using speech, vision and hearing.
3. Requires the use of hands for simple grasping and fine manipulations.
4. Requires bending, squatting, crawling, climbing, reaching.
5. Requires the ability to lift, carry, push or pull heavy weights, up to 100 pounds.
6. Requires activities including being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

LIFTING Raising an object from one level to another					CARRYING Transporting an object, usually holding in hands, arms or on the shoulder				
<1 lb	1-5 lbs	5-25 lbs	25-60 lbs	>60 lbs	<1 lbs	1-5 lbs	5-25 lbs	25-60 lbs	>60 lbs
F	F	F	F	F	F	F	F	F	F
STRENGTH REQUIREMENTS – MAXIMUM SAFE LEVEL OF PERFORMANCE					Very Heavy >100 lbs	Heavy 100-51 lbs	Medium 50-21 lbs	Light 20-11 lbs	Sedentary 10-0 lbs
FLOOR TO WAIST —raising an object from floor to waist height (include upward pulling)					O	O	O	O	F
WAIST TO EYE LEVEL —raising an object from waist to eye level height (include upward pulling)					O	O	O	O	F
BILATERAL CARRYING —transporting an object, usually holding in hands or arms in front of body					N/A	O	O	O	O
UNILATERAL CARRYING —transporting an object, usually holding in hands or arms on side of body					N/A	O	O	O	F
PUSHING —exerting force upon an object so that the object moves away from the force					O	O	O	O	F
PULLING —exerting force upon an object so that object moves toward the force (include jerking)					O	O	O	O	F

Frequency (O, F, C, N/A)	PHYSICAL & ENVIRONMENTAL REQUIREMENTS	ADDITIONAL DETAILS
O	ARMS OVER HEAD – raising arms above head to lift or reach objects	
F	SITTING – remaining in a seated position	
O	ATMOSPHERIC CONDITIONS – exposure to such conditions as fumes, noxious odors, dusts, mists, gases and poor ventilation that may otherwise affect the eyes, skin or respiratory	
C	BALANCING – maintaining body equilibrium when walking, standing, crouching or running on narrow, slippery or erratically moving surfaces	
O	BENT WRISTS – bending wrists in any direction to perform tasks	
F	CLIMBING – ascending or descending ladders, stairs, ramps, scaffolding, poles and the like, using feet & legs and/or hands and arms. Bodily agility is emphasized.	
O	CRAWLING – moving about on hands and knees or hands and feet	
O	CROUCHING : bending the body downward and forward by bending leg and spine	
O	EXTREME TEMPERATURES – exposure to cold or hot temperatures	
C	FEELING – perceiving attributes of objects such as size, shape, temperature or texture, by touching with skin, particularly that of fingertips	



ANCHORAGE SAND and GRAVEL CO., INC.

1040 O'Malley Road • Anchorage, AK 99515 • Toll-free: (888) 349-3133 • Phone: (907) 349-3333
Fax: (907) 344-2844 • www.anchsand.com



C	FINGERING – picking, pinching or otherwise working primarily with fingers rather than with the whole hand or arm as in handling	
C	HANDLING – seizing, holding, grasping, turning or otherwise working with hand(s). Fingers involved only to extent that they are an extension of the hand	
C	HEAD MOVEMENT/ROTATION – moving head in any direction (up, down, side to side), requiring full use of neck and upper back muscles	
C	HEARING: Perceiving the nature of sounds with no less than a 40 db loss @ 500 Hz, 1,000 H and 2,000 HZ with or without correction. Ability to receive detailed info through oral communication and detect small differences in sounds, such as when making fine adjustments to machined parts	
O	HIGH, EXPOSED PLACES – exposure to falling	
O	KNEELING – bending legs at knees to come to rest on knee or knees	
F	NOISE LEVEL INTENSITY –Very Quiet (isolation booth), Quiet (library, private office), Moderate (business office), Loud (heavy equip operation), Very Loud (jack hammer operation)	
O	PROXIMITY TO MOVING PARTS – exposure to moving parts of equipment, tools or machinery.	
C	REACHING – ARM/ELBOW MOVEMENTS – extending hand(s) and arm(s) in any direction including bending at the elbow	
O	SQUATTING – bending legs at knees to come to rest thighs on calves	
C	STANDING – remaining on feet in an upright position without moving about	
F	STOOPING – Bending body downward and forward by bending spine at the waist. Important if occurs to a considerable degree and requires full use of lower extremities and back muscles.	
O	TOXIC, CAUSTIC CHEMICAL – exposure to toxic or caustic chemicals	
F	TRUNK ROTATION – STANDING OR SITTING – rotating torso	
O	WALKING - UNEVEN – moving body on foot on uneven surface (ground)	
F	WEATHER CONDITIONS – exposure to outside atmospheric conditions	
F	WET/HUMID – contact with water or other liquids or exposure to humid conditions	
O	VIBRATION – exposure to shaking object or surface	
C	VISION – Visual acuity, color vision, depth perception visual perception of detail at distances close to the eyes; data and figures, computer terminal; visual inspection involving small defects, small parts, operation/repair of machines; visual perception involving distances at or within arm's reach (mechanics, machine operations); Visual perception involving extended distances (such as required by equipment operators)	

MENTAL DEMANDS

The following charts indicate the type of mental demands typically required to perform the essential functions of the job.)

APPLICABLE	MENTAL REQUIREMENT	ADDITIONAL DETAILS
X	Communication Skills: Written and Verbal	Face to Face, Phone, Email, Fax, Social Media, Text, 2-Way Radio.
X	Handling Conflict	
X	Handling Multiple Priorities	
X	Make non-routine or unexpected judgments	
X	Math Skills: Basic or advanced	Basic: Area and volume calculations, Fractions, Decimals, Some Estimating.
X	Operate in absence of clear expectations or procedures	
X	Operate under short time frames/deadlines	Ability to adapt to unexpected spontaneous projects



ANCHORAGE SAND and GRAVEL CO., INC.

1040 O'Malley Road • Anchorage, AK 99515 • Toll-free: (888) 349-3133 • Phone: (907) 349-3333
Fax: (907) 344-2844 • www.anchsand.com



X	Public Contact	
X	Reading Skills: Basic or technical	Basic and Technical: Data/ SDS Sheets, Some Plans/ Drawings
X	Reasoning: Applying or developing procedure	
	Other	

NOTICE: Because of the nature of work at Anchorage Sand & Gravel, the person in this position may be expected to work any shift and at various locations based on company needs and the duties of the position may change at any time and may not be identified in this job description. The content of the job description is intended to describe the general nature and level of work being performed by employees assigned to this classification. It is not intended to be construed as a contract or an all-inclusive list of all responsibilities, duties, and/or skills and abilities required of all personnel so classified. Critical features of this job are described above, but they are subject to change due to reasonable accommodation or other reasons.

BENEFITS

- Paid holidays, overtime, vacation time and sick leave.
- Medical/ Dental/ Vision insurance.
- Disability and Life insurance
- 401(k) Plan.
- Health Savings Account (HSA Plan)
- Flexible Spending Account (FSA Plan).

AS&G is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other legally protected status.

AS&G is a drug free workplace; passing a drug (including for Cannabis) and alcohol test will be required prior to employment. Random drug testing during employment.

Please send cover letter and resume to:

Anchorage Sand & Gravel Co., Inc.

Attn. Dave Johnson, Sales Director
1040 O'Malley Road
Anchorage, AK 99515

Fax: (907) 344-2844
Email : Dave.Johnson@anchsand.com
Online: <http://www.anchsand.com/jobs>