



MANUFACTURERS OF QUALITY BUILDING COMPONENTS

N14685 Copenhaver Ave.

Stanley, WI 54768

Phone 715-644-0765

hixwood.com

Fax 715-644-4931

Job Title: Inside Sales Representative

Reports to: Sales Manager

Hours: Full time

Position Purpose: Become part of a successful sales team in providing customer service and sales by phone, email and in person.

The job requirements include but are not limited to the following:

Core Value Expectations

- Actively pursue high character, high trust, and high performance personally, corporately, and in all aspects of the position.
- Provide distinctive quality and unparalleled customer service both internally and externally.
- Demonstrate and promote integrity, respect, and teamwork.
- Invite others to help you grow through living authentically with nothing to prove, lose or hide.
- Evidence humility by actively receiving teaching and mentoring.

Primary Role Expectations

- Provide customers with quotes and pricing.
- Answer phone calls, emails and in-person sales inquiries from customers.
- Work directly with customers to understand their needs and expectations.
- Ability to handle several accounts simultaneously.
- Learn and use enterprise resource planning (ERP) system.
- Work as a team player by assisting the sales department as needed.
- Assist as needed with training incoming customer service representatives.
- Actively participate in trade shows and other industry events.
- Provide all customer feedback to the Sales Manager.
- Occasionally travel to customer site.
- Other duties as assigned.

Qualifications:

- Great customer service skills are a must!
- Excellent communication and interpersonal skills with a positive attitude.
- Outstanding organizational skills with the ability to multi-task.
- Ability to work with little supervision in a fast-paced environment and manage time effectively.
- Proven inside sales experience is a plus.
- Strong problem-solving skills and the ability to exercise sound judgement and make decisions.
- Need to be independent, self-motivated and a team player.
- Must have mathematical skills commensurate with position.
- Strong phone presence with experience dialing dozens of calls per day.
- Strong listening and presentation skills.
- Experience with Office Productivity Tools (Word, Excel, PowerPoint, Outlook).



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Physical Requirements:

- Must be able to lift at least 25 lbs.
- Walking, standing, and sitting for long periods of time.

Other Aspects:

General:

- Job Type: Full-time
- Salary w/commission

Schedule:

- Present during current Hixwood hours, generally 6:30 – 4:30 w/ some Saturday mornings.

Benefits:

- 401(k)
- Health insurance
- Health savings account
- Paid time off
- Holiday Pay

Work Location:

- One location

Work Remotely:

- No