



## Inside Contractor Sales Representative

Tri-Creek, a family owned home center located in Lowell, Indiana is looking for a full-time inside contractor sales representative.

### **Responsibilities Include:**

- Provide counter service by taking telephone or in person orders and responding to customer requests. Resolve customer and merchandise problems.
- Complete all paperwork to take routine and special orders for Customers; ring up sales on cash register. Check inventory to determine availability for delivery and verify out-of-stock merchandise.
- Accept returned merchandise by verifying documents and merchandise. Process refunds, credits, and exchanges according to Company Procedures to assure customer satisfaction and accurate accounting of inventory. Coordinate with receiving/warehouse to restock returned merchandise.
- Calculate small take-offs and bids, estimating lumber and material lists for customers.
- Maintain a clean store environment including doors, floors, windows, ceilings, restrooms, and workstations. Clean and dust products and displays and face the products. Ensure aisles and other areas are clear of obstacles to allow customers to shop easily and safely.
- Perform any other duties, responsibilities or tasks as assigned.
- Attend and participate in all Company sponsored training programs as required.

### **Experience and Qualifications:**

- Must be ethical and honest.
- Must be self-motivated and enthusiastic about our business.
- Must have excellent customer service skills and attitude.
- Must be detail-oriented and possess excellent organizational and time management skills
- Must be analytical and able to solve problems.
- Must have good verbal and written communication skills.
- High School Diploma or General Educational Degree (GED); and one to two years related experience and/or training; or equivalent combination of education and experience.

### **Physical Requirements:**

- Must have the ability to easily arrange, bend, stoop, reach, twist, lift, push, pull and move items of moderate weight (up to 50 pounds).

### **Benefits package includes:**

- Percentage-based company paid health insurance for employee and family.
- 401(k) retirement plan.
- Paid life insurance.
- Compensation commensurate with experience.

Please send resume in confidence to: [joeb@tricreek.com](mailto:joeb@tricreek.com) or [nickb@tricreek.com](mailto:nickb@tricreek.com)