

IMMEDIATE CAREER OPPORTUNITY WITH GROWTH POTENTIAL

LAKESIDE QUALITY BUILDING PRODUCTS has an immediate opening in our main office in Ontario, NY for the right person with the right experience. We are looking for an Inside Sales Specialist familiar with contractor building material sales and customer service. This is a full time position with full benefits and growth potential.

Skills Required

- Strong knowledge of roofing, siding, windows, doors, decking, lumber, and similar products.
- At least 2 years related experience.
- Outstanding customer service skills.
- Detail oriented and organized.
- Intermediate computer skills (DMSI ERP System knowledge is a plus)
- Purchasing experience.
- Ability to multi-task and work well under pressure.
- Able to work with urgency and meet deadlines.
- Strong communication skills.
- Positive attitude.
- Initiative and follow up.
- Ability to do takeoffs and read blueprints beneficial but not required.

Responsibilities

- Wait on customers at counter and in showroom.
- Answer phones and take orders.
- Order entry.
- Purchasing / Product procurement.
- Coordinate deliveries through dispatcher.
- Showroom display/sample/literature management.
- Maintain clean workspace.
- Quote materials as needed.
- Phone solicitation - Promotional activity
- Sell appropriate materials by applying product knowledge.
- Contribute to team effort with recommendations and feedback.
- Communicate material needs and issues to management.

Compensation Package and Benefits

- Normal weekly schedule and daytime hours.
- Pay scale matched to experience and ability
- Performance bonus opportunities.
- Immediate Health Insurance eligibility.
- Dental Insurance.
- Immediate 401K entry.
- PTO.
- Paid Holidays.
- Supplemental Benefit Program.
- Team atmosphere.
- Promotional opportunities for sales and management
- Company clothing