

Morgan-Wightman Supply Company

Employment Opportunities

JOB INFORMATION:

Title: Sales Representative

Location: Kansas City, Missouri

Immediate opening for an energetic outside sales representative.

POSITION OVERVIEW:

Sells and promotes products for millwork distribution to established and prospective accounts.

DUTIES AND RESPONSIBILITIES:

*Other duties may be assigned.

- Visits assigned accounts
- Consistently prospects in local markets for new customers/projects that may lead to future orders
- Promptly follows up on any leads assigned by management
- Solicits orders for all materials offered by Morgan Wightman Supply Company and provides the ordering information in complete detail for processing
- Provides prompt service to all customers with quotes and/or blueprint takeoffs using products offered by Morgan Wightman Supply Company
- Reconfirms information from plans by following up at job site
- Estimates and schedules date of delivery to customer based on knowledge of branch's production and delivery schedules and customer's production schedules
- Communicates with office personnel as needed to assure the fastest and most efficient possible order entry through delivery process for the customer
- Maintains a professional approach to solving all problems, internal and external, so as to rectify problems as quickly as possible
- Responds to field service requests from account, builder/contractors, and homeowners in a reasonable length of time
- Actively participates in all sales meetings
- Demonstrates product, using samples or catalogue, and emphasizes salable features
- Is familiar with all products offered by Morgan Wightman and becomes familiar with new product lines added to the offering
- Attends all training sessions offered at the branch or at manufacturer's place of choice.

REQUIREMENTS:

We are seeking an individual with three or more years of successful sales experience, preferably in the millwork business. Candidate should have a strong record of sales performance, the ability to generate leads, close sales, and proven skills in building customer relations. Time management skills a must.

BENEFITS

The compensation package includes draw, commissions, benefits, plus expenses including car allowance. This position is supported by a superior customer service group, strong production, management team and warehouse.

CONTACT INFORMATION:

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Morgan Wightman Supply Company provides equal employment opportunities for all applicants and employees without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a disability or handicap.