

SPUNSTRAND JOB DESCRIPTION

The following is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

Position Title: Inside Sales/Estimating Support **Department:** Sales/Estimating/Project Management

Reports to: Primary Industrial Product Project Manager/Estimator

Hours: Full-time Non-exempt (40 hrs/week) **Expected Pay Range:** \$15-\$17/hr DOE

Position Summary: The principle purpose of this job is to assist as needed one or multiple project managers/estimators in all aspects of day to day operations. This includes helping in identifying and locating applications for Spunstrand products, producing material take offs from plans and specifications for review, preparing bid packages for review, producing factory orders for review, locating or producing components of project submittals, and assisting managing awarded projects through completion.

Level of Authority / Consults with: Performs routine work in accordance with established and well known procedures with a high level of supervision while in progress and thorough review of completed assignments.

Essential Job Functions:

- Provide top notch customer service at all times.
- Develop and utilize a basic industry/product understanding in day to day inside sales activities.
- Download and compile all applicable plans and specifications for future bids under the guidance of the PM core and for review with an estimator.
- Based on direction produce electronic copies of material take offs and scope letters.
- Utilizing take-offs to produce quotes for Spunstrand products and acquire quotes for any buy out items including freight as outlined by estimator.
- With guidance/assistance use the plan service software to further detail projects with Spunstrand products.
- Produce project package for sales team follow-ups after quotes.
- Keep and update a quote and submittal log for all projects.
 - Including internal bid calendar.
- Assist in preparing submittals as needed for closed projects.
- Assist in producing the order package to be sent to the factory.
 - Includes compiling all required paperwork (JIS, Credit, etc)
- Assist in following up on all quoted projects
- Assist as directed by PM in all aspects of managing projects from order entry to completion.
- Fill-in for office admin as needed.
- Oversee file management for both paper and electronic quote/order files.
- Participate and contribute in sales office meetings.

Additional Responsibilities:

- Assist DOSE and Accounting department as time allows and as needed.

Qualifications: This position requires excellent computer skills including Microsoft word and excel, a generic yet strong “mechanical/technical” understanding, and both verbal and written communication skills.