



JOB OPENING NOTICE

Position

Inside Sales Representative

Reports to

Sales Manager

Essential Duties and Responsibilities

The person will be responsible for quoting, order processing, and customer service for a specific customer base. Additional duties include communicating with outside sales reps per territory, following up on quotes, and acting as a liaison between the customer and our production team.

Hours

- Monday -Thursday 7:00 am – 5:00 pm
- Friday 7:00 am – 3:00 pm

Experience and Qualifications

- Basic millwork experience preferred, including understanding industry terminology and product knowledge of doors and windows.
- Computer competency with Microsoft Office and QuickBooks.
- Organization and ability to multi task.

Compensation

- Salary position based on experience.
- Benefits package including insurance and vacation time as per company policy.

For more information or to apply for this position please contact John Henderson at 404-597-6240 or jhenderson@dallasmillwork.com