

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.