

Position Title: Inside Sales/Rental  
Department: Sales  
Reports To: Branch Manager

Status: Full Time Non-exempt

#### About Edge Construction Supply:

We are a construction supply distribution company that sells and rents products primarily to commercial contractors, industrial businesses, municipalities, and government entities. With a repair center, customer training, and other professionally customizable services, we have developed a loyal clientele base. Edge is 65 years old, privately held, and spans 5 states with 8 locations, headquartered in Spokane, Washington. We sell over 30,000 products from over 200 manufacturers, including: power tools, hand tools, safety equipment, abrasives, fasteners, strut, ladders, and a variety of trade specific tools, equipment, and material handling products.

#### Job Description:

Utilize excellent customer service, product knowledge, and listening skills to understand customer needs and efficiently match, demonstrate, and sell products to achieve maximum sales.

#### Qualifications:

- 2-15 years of related distribution experience
- High School Diploma or equivalent
- Familiarity with construction industry, products, methods, and market pricing

#### Essential Job Functions:

- Sells and services customers, providing price quotes and product application information in person, over the phone, and on-line with proper business etiquette
- Achieve maximum sales by introducing new company product, demonstrating features and benefits, and answering questions
- Process and maintain rental contracts and status information through file cabinet and online data entry
- Communicate with purchasing department to coordinate pricing and product lead times for stock and non-stock items, and relay information to customer
- Suggest alternatives or add-on items during sales process based on customer specifications and submittals
- Assist and resolve customer complaints
- Handle cash transactions and count change correctly
- Maintain awareness of new product information, competitor activities, and promotions and forward information to branch manager
- Coordinate with outside sales representatives on quotes
- May assist warehouse department with processing and replenishing floor and counter stock
- Arrange showroom displays, and basic cleaning and maintenance of counter sales area, display room, and rental equipment
- Exert up to 75 pounds of physical force
- Occasional use of company vehicles, forklifts, and motorized equipment
- Perform other duties as requested by supervisor

Knowledge, Skills, Abilities:

- Proficient in MS Office and Outlook, familiarity with distribution software desired
- Perform basic mathematical calculations: multiplication, division, percentages, and gross margin
- Ability to take direction, work with others, and be self-motivated
- Positive, friendly, and helpful attitude
- Excellent customer service and communication skills
- Professional appearance and dress
- Detail oriented and ability to visually process large amounts of data
- Ability to multi-task

Benefits:

- Hourly Compensation DOE
- Health insurance and health reimbursement plan
- Life insurance
- 401K plan
- Paid Holidays
- Paid sick leave and personal time
- Flexible spending account
- Use of company equipment
- Industry certification classes/training

Disclaimer:

This job description does not list all duties of the job. You may be asked by supervisors or managers to perform other duties. You will be partially evaluated on your performance based on the tasks listed in this job description.

The employer has the right to review this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

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