

JOB OPPORTUNITY

*If you are* ***qualified*** *and interested in this position or know someone who is* ***qualified*** *and interested in being considered for this position, please submit resume and/or bid form by* ***May 26th, 2021*** *or contact:*

*Careers –* [*careers@gracepacific.com*](mailto:careers@gracepacific.com)

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| **JOB INFORMATION** |
| **POSITION TITLE:** Temporary, Part-Time Sales Specialist **DATE:** May 20h, 2021  **DEPARTMENT:** Unistrut Hawaii  **LOCATION:** O’ahu **POSTING:** 2021 - 036  **REPORTS TO:** Manager, Unistrut |
| **PRINCIPAL DUTIES** |
| 1. Assists the sales team with the promotion of all Unistrut Hawaii and related products to existing and potential customers. Sales may include cold calls via phone, email, social media and other campaigns; walk-ins and other sales venues. 2. Supports all sales operations through bid proposals and follow-up, order tracking, and sales order processing which may include, but is not limited to, handling order entries and purchase order requisitions. 3. Develops contact lists for current and new customers and maintains a regular communication schedule to build and sustain business relationships via phone, email and direct mail. 4. Processes submittals and other documents required by the customer to fulfill the order. 5. Provides vendors with contract documents, material lists and other information needed to execute bid proposals and material delivery in a timely manner. 6. Provides support and information to current and new customers on products, installation services, price quotes, and trends to secure orders and develop future business opportunities. 7. Facilitates credit applications for active prospects and assists with delinquent accounts, as needed. 8. Assists with the development of product literature and ensures appropriate and timely distribution to qualified prospects. 9. Assists with filling customer orders, as needed, which may include pulling material from the warehouse and showroom areas. 10. Assists with inventory control, including participation in the annual year-end inventory count. 11. Performs other duties as assigned. 12. Promotes awareness of and follows Company and safety policies. 13. Exhibits a core understanding of mutual respect and good customer service orientation in interactions with all people in the workplace. |

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| **PRINCIPAL REQUIREMENTS** |
| 1. High school diploma or equivalent required. 2. Working knowledge of Word, Excel, Email: aptitude to learn automated in-house systems; keyboarding skills sufficient to complete daily tasks in a timely manner. 3. Math skills to perform accurate pricing calculations and ability to analyze sales/pricing trends. 4. Ability to read, comprehend and effectively communicate business and technical material. 5. Blueprint reading helpful, but not required. |

Note: The above reflects essential information to describe the characteristics of the job and shall not be construed as a detailed list of all job requirements, nor shall it in any way limit the right of management to assign work or direct the work force.

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| Distribution: Paving – All Islands | Plants – All Locations | Quarry |
| Trucking | Equipment/Shop | Corp. Office |
| QC Lab | Kalaeloa |  |
| GP Roadway Solutions | GLP |  |