

## Sales Consultant/Project Manager- American Door Works

For nearly 50-years, American Door Works has been and still is the industry leader in the installation and service of residential and commercial garage doors in greater Minnesota. This family-owned company takes great pride on the service and satisfaction that we provide to our customers from the initial sale to the completed installation or service. In keeping with this nearly 50-year tradition, we are currently seeking a mechanically inclined individual to join team as **Sales Consultant/Project Manager** in Waite Park.

This position will be responsible for representing the company in the areas of sales, project management, estimating, and the installation process for our residential and the light commercial product lines of our business. Most of the listed duties will be done by phone or on the sales floor, but may need to be at the customer job site.

Some duties include but are not limited to:

1. Contacts regular and prospective customers to solicit orders.
2. Meets with customers to demonstrate and explain features of products.
3. Answers questions about products, prices, uses and durability.
4. Recommends products to customers, based on customer's specific needs and interests.
5. Prepares estimates and bids using the company software to meet specific needs of customer.
6. Forwards customer orders to manufacturer.
7. Completes sales contracts or forms to record sales information.
8. Estimates delivery dates and arranges delivery schedules.
9. Works with scheduler to share important facts about job to meet customers' expectations.
10. Collects payment on new orders.
11. Promote American Door Works products and accessories wherever possible.
12. Ensure all sold work is performed to the customers' satisfaction and resolve any issues or problems.
13. Educate customer relative to product and accessory fit to particular needs.
14. Assists with inside counter sales when appropriate.
15. Prepares invoices and generate for delivery to customer.
16. Point of contact on assigned projects and owner of customer relationship.
17. Investigates and resolves customer issues.
18. Assists in developing departmental plans, goals, objectives, policies, procedures, and training.
19. Places orders for materials to fulfill job requirements.
20. Assist accounting with collection efforts of past due invoices.
21. Performs all other duties as assigned or required by the supervisor/customer.

Ideal candidate for this position will have 3-5 years of previous sales with some project management or estimating experience, preferable in the overhead door industry but must have construction or building sector background. Should have computer knowledge including Windows Suite (Word and Excel) and preferred knowledge of Sage MAS product. This position requires excellent math, verbal, and written communication skills. This person needs to have good work values, be able to work independently, be dependable, and be honest and ethical. In this position must be able to communicate with varying levels of employees, vendors, and customers.

American Door Works is a family friendly company that understands the need for balance between home and work. If you would like to be part of our team, American Door Works would like to meet with you. **We offer a competitive starting wage that is commensurate to your previous work experience.** Our benefit package includes 401(k) plan, annual incentive pay based on company profitability, paid vacation and holidays starting the first day of hire. We also offer health, dental, short-term disability, and company paid long-term disability & life insurance.

Candidates should send their resumes to: [toddl@americandoorworks.com](mailto:toddl@americandoorworks.com) or stop in and complete an application at: American Door Works, 2150 Frontage Road South, Waite Park (next to McKay's Dodge).