

Sales Coordinator Associate

The Professional's Advantage starts with a strong team

General Summary

Robert McCabe Company, Inc., DBA McCabe Lumber located in Loveland, OH a leader in the Building Material and Lumber Industry is looking for an experienced **Sales Coordinator Associate** that can exhibit the ability to work independently and as part of a team.

This position offers **Full Time Benefits** including: Competitive wages, Healthcare, Dental, Vision and Life Insurance, 401K, Vacation, and PTO

Essential Duties & Responsibilities

- Provide inside sales support to our McCabe Lumber outside Sales Representatives
- Deliver exceptional customer service over the phone and in person
- Perform proper documentation and record keeping
- Maintain a professional appearance consistent with company dress code policy
- Support and adhere to all company policies, procedures, and guidelines
- Communicate with employees at all levels of the company

Job Requirements

- Prior knowledge of building materials required
- Extraordinary customer service
- Strong interpersonal skills and the ability to communicate verbally in a clear, audible, and grammatically correct manner
- Ability to operate a computer as well as maneuver relative software programs
- Excellent organizational skills, be self-motivated, and detail oriented
- Ability to work unsupervised

Please apply by filling out our online application at mccabelumber.com/careers or stop by and complete an application in person.



McCabe Lumber
118 North East Drive
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mccabelumber.com