

New Leaf Construction, Inc.

Job Description for: Sales Estimator Reports to: Owner

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responds promptly to customers.
2. Schedules visit(s) with potential customers and enters appointment in the company calendar.
3. Works diligently to understand the customer's expectations as well as their goals for the project.
4. Takes appropriate measurements and photos, sketches necessary drawings, calculates square footage, etc.
5. Calculates materials and labor needed to complete the job.
6. Communicates via email and phone to gather pricing from vendors and sub-contractors when necessary.
7. Prepares pricing for and closes the sale with the customer
8. Prepares the proposal, contract, and customer deposit invoice for the project.
9. Collects payment from customers, including past due amounts.
10. Answers phones, assists customers with general inquiries, takes and delivers messages, etc.
11. Promotes the Company in the community and generates sales leads.
12. Maintains good working relationship(s) with vendors and sub-contractors.
13. Keep customer and company information confidential.
14. Maintains valid driver's license **and** reliable personal vehicle as a condition of employment
15. Attends training (including OSHA training) as required.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.
2. Takes advantage of opportunities to expand current product knowledge.

GENERAL EXPECTATIONS:

1. Each employee must be consistently energetic, enthusiastic, and a team player at all times as a condition of on-going employment. Excellent communication skills are vital to this position, and the employee must be able to communicate clearly and thoroughly on every task/project. If you do not clearly communicate verbally and in writing, both the customers and the company will suffer.
2. Employee must maintain cordial and professional relations with our customers; and, observe and enforce safe working rules. Employee will dress and be groomed in a professional manner that represents the company well.
3. Listening; ability to listen to the customer's needs and let them do much of the talking, especially when it comes to initial project design. Nothing is more off-putting than a salesperson who just talks over the client. While it is our goal to offer the highest quality products available, it is far more important that we offer the best value for each customer's budget.
4. Proactively follows up with customers during the project to make sure that the company is meeting all of the customer's needs and ensuring 100% satisfaction.
5. Be punctual for scheduled work and use time appropriately.
6. Perform duties in a conscientious, cooperative manner.
7. Perform required amount of work in a timely fashion with a minimum of errors.
8. Be available for overtime as needed.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; climb ladders/stairs; use hands to finger, handle, or feel, including operation of a standard computer keyboard; reach with hands and arms and talk, see and hear. The employee must occasionally lift/move up to 50 pounds, bend, stoop or crouch. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- **At least two years of sales and/or customer service experience, preferably in the construction trades, required.**
- **Customer Service** - Communicating with customers, striving to exceed their expectations.
- **Human Relations/Teamwork** - Ability to deal with a wide variety of people and personalities.
- **Communication Skills** - Adept at verbal and written communication.
- **Mathematics** - Ability to measure, draw angles and perform calculations accurately.
- **Problem Solving** - Adept and analyzing situations, evaluating alternatives and making good decisions.
- **Time Management/Prioritization** - Able to determine priorities and meet deadlines.
- **Attention to Detail** - Detail oriented; able to work with a minimum of errors.

Education Requirements: The following education requirements are considered essential:

- **High School education or the equivalent required.**
- **Knowledge of carpentry procedures, application and materials required.**
- **Proficiency in Microsoft Office Suite**

Employee Signature

Date