



**Job Title:** Outside Sales Coordinator

**Job Type:** Full-Time

**Schedule:** 9-Hour daytime shift (Dependent on volume)

**Compensation:** Starting Pay: \$18 - \$20 /hour

**Immediate Supervisor:** Branch Manager

**Company Information:**

Randall Brothers, LLC serves the Metro Atlanta and surrounding communities with building materials and specialty items. We are determined to maintain our industry leader focus by aligning with our customers to accommodate their future building material and service needs and accomplish that goal with talented individuals desiring a career in this industry. At Randall Brothers', we invest in our employees by providing advancement opportunities in order to achieve the goals and ambitions you have for yourself and your family.

**Job Description:**

Randall Brothers, LLC is seeking an Outside Sales Coordinator. The ideal candidate we seek for this position should be a quick learner with an outgoing personality and eagerness to learn the ever changing and expanding product lines we offer. They will be considered the point of contact for their salesperson's customers; in the event the salesperson cannot be reached. It is the responsibility of the outside sales coordinator to enter, process and manage the sales orders, credit memos and purchase orders for the products their salesperson sells, and also search for and purchase any needed specialty items needed for a customer project. Ideally, they are the communicating force behind the scenes. The candidate we seek for this position, should possess strong communication and negotiating skills for direct communication with customers and suppliers.

**Benefits:**

- Medical, dental and vision
- Matching-401k
- Long-term and short-term disability
- Life and AD&D Insurance
- Vacation and personal time
- Employee discount

**Requirements for this position:**

- Must be friendly and have an outgoing personality
- Must be able to work effectively with others and be a team player
- Must possess exceptional organizational, time management and problem-solving skills
- Must demonstrate the ability to multi-task, prioritize and coordinate work activities and possess the ability to change at a moment's notice

- Must be capable of working in a fast-paced and stressful environment on occasion
- Must be proficient with Office365 including Outlook, Excel, and Word
- Must be capable of reading blueprints and understand the construction process

**Daily and Monthly Responsibilities:**

- Assist in maintain working relationships with existing customers to ensure exceptional service and understand the need for sales opportunities
- Assist salesperson with information and samples of products for new potential prospects
- Enter sales orders, credit memos, quotes, and purchase orders into POS software
- Produce and print various reports for managing customers, products, orders, quotes, and pricing etc.
- Assist in relationship building with suppliers, manufacturers, and representatives
- Coordinate with team members from other branches to ensure inventory accuracies for sales orders, credits and deliveries for your orders being shipped from those locations
- Coordinate all aspects of the business, customer, and supplier interactions with your outside salesperson
- Trouble-shoot and resolve any/all issues that arise with customers and suppliers and coordinate with your salesperson
- Perform other duties as described by your salesperson and/or supervisor

**Preferred Qualifications:**

- High school graduate
- Previous industry knowledge is a plus
- Excellent communication, interpersonal, problem-solving, and organizational skills