



Richwood

Position Title	Hardwood Sales Associate
Position Location	Richwood, West Virginia
Position Description	This is a salaried non-exempt position in the Richwood, WV facility of the Collins group of companies and reports to the Hardwood Sales Manager at that location. This is a developmental position designed to prepare an outstanding candidate for a career in sales and marketing by learning one segment of The Collins Companies' business. The position will include sales, customer service, participation in planning and scheduling, marketing, sales analyses and sales planning responsibilities
Position Responsibilities	<ul style="list-style-type: none">• Contact existing customers based on planned mill output to gain orders prior to production.• Sell from existing stock list• Respond to all customer calls for service, quotes, order status, availability and pricing• Participate in development of strategic plan and implementation• Develop new customers based on needs of strategic plan• Learn other Company products to cross sell to existing hardwood customers• Hands on use of order entry, sales data, inventory system• Look for opportunities for sales of sister hardwood mill's stock inventory• Travel as needed to support customers and look for opportunities within their processes for additional sales• Work with freight suppliers to find most efficient means for each shipment• Work toward team metrics for Premier Customer Service
Position Requirements	<ul style="list-style-type: none">• Bachelors degree or comparable experience• Working knowledge of personal computers including MS Excel, Word or other spreadsheet and word processing software• Ability to interact effectively with vendors and customers• Good oral and written communication skills and ability to present oneself well
Salary	\$ DOE
Resume Closing Date	open
Send Resume To	Lee Richardson VP – Marketing & Sales 1618 S.W. First Avenue, Suite 500 Portland, Oregon 97201 EMAIL: HWS2005@collinsco.com