**COMPANY OVERVIEW & CORE VALUES:**

Northwood Buildings is a portable building company specializing in the design and construction of storage sheds, cabins, and tiny homes, with plans to expand our portfolio to include larger residential options in the future. You can find us online at www.northwoodbuildings.com and on Facebook.

**Core Values**

* **Extra Mile**
	+ At Northwood Buildings, we strive to exceed customer expectations by going the extra mile, adding thoughtful details, and delivering excellence in every project to reinforce trust and create lasting satisfaction.
* **Dependable**
	+ We set ourselves apart in an industry where timelines and budgets are often stretched thin by honoring our commitments, ensuring every project is completed on time and to the highest standards.
* **Growth**
	+ We believe that growth is essential for both our company and our team, providing ongoing opportunities for development and leadership to ensure continuous progress and success.
* **Self-employed**
	+ We empower our employees to take ownership by prioritizing customer satisfaction, proactively addressing needs, and going the extra mile to ensure exceptional service without waiting for directions.

**OPPORTUNITY**

This job opportunity is for a position working on our sales team, working alongside our experienced team who will teach you everything you need to know. We are excited to find skilled people who can come on board and learn our processes and develop and grow personally and professionally. We are committed to operating as a “little, big company”, realizing the benefits of working as a team with multiple people while valuing individual expertise and perspectives. Things like finding growth opportunities at the right time, expanding skills, optimizing work processes, cultivating personal growth and building a positive work environment are our goals.

TITLE: Sales Representative

WORK: Full-time employee with flexible hours

QUALIFICATIONS: Prior sales experience preferred – construction experience required (preferably sheds or homes)

STARTING PAY: Commission based 3.5% of all sales

**RESPONSIBILITIES:**

* Prospecting & Lead Generation: Generate some of your own leads through Facebook ads and other creative marketing.
* Client Relationship Management: Build and maintain relationships with new and existing customers, providing excellent support before, during, and after sales.
* Product Knowledge: Develop a thorough understanding of our building products and services to effectively communicate features and benefits to clients.
* Goal Achievement: Meet or exceed monthly and quarterly sales targets and performance metrics.
* Collaboration: Work closely with the marketing and operations teams to coordinate promotional efforts and ensure seamless delivery of products.
* Follow-Up & Documentation: Maintain accurate records in the CRM system, track leads, and follow up on customer inquiries in a timely manner.
* Listen and communicate well with co-workers and managers.
* Exemplify Northwood Building’s Core Values.

**REQUIREMENTS:**

* Experience: Prior sales experience (building, construction, or related field preferred).
* Communication Skills: Strong verbal and written communication abilities. Comfortable speaking with customers at all organizational levels.
* Customer-Focused: Enthusiastic about providing excellent service, understanding client needs, and offering tailored solutions.
* Negotiation & Closing Skills: Proven ability to influence decision-makers and secure business deals.
* Organizational Skills: Ability to manage multiple leads, pipelines, and tasks effectively.
* Self-Motivation: Must be highly motivated, with a strong desire to succeed. Driven and proactive in seeking new opportunities and building long-term client relationships.

**PAY**

* Commission
	+ 3.5% per sale
	+ Review after 90 days in this position.

**EMPLOYEE/PARTNER**

Employees tax form will be a W2. Appropriate taxes will be withheld, based on completion of a W4. Northwood Buildings will collect and pay federal and state income tax, and social security on behalf of all employees.