



Job Description:

Facilitate best practices with current CRM and manage an efficient environment to increase sales, Service, and production productivity. Review previous day sales, ensure all required documentation, Job photos, measurements, and other important notes regarding the scope of work are inputted. Send follow-up questions to Sales Rep so that scope of work is clear. Work with Materials Order, Budget, Invoices, & Commission review to ensure correct company margins are being met. Coordinate scheduling with production and customers to ensure installations are completed timely & efficiently.

Handle inbound/outbound phone calls timely and be sure customer(s) needs are being met. Proper appointment setting for NEW Retail business and make best efforts to set appointments with all decision-makers present. Create lead generations from the existing database, and future lead(s) with follow-ups on Current promotions, Referral Programs, add-ons, company reviews, and other tools available to drive business opportunities. Set up service calls for customers, coordinate with technicians, invoice, and help ensure company margins are being met.

Work with Management on best practices for an ever-growing/evolving business. Help create an environment that is conducive to a positive customer experience, efficient work environment, and a profitable business model.

Requirements:

- Available to work 50/hrs per workweek.
- Reliable transportation to/from the business location
- Self Starter. Able to work independently without direct guidance within set parameters
- Effective communication Skills
- Effective time management
- Remote work environment(s) are considered a “perk” and are offered on the assumption that work can still be efficiently conducted in such an environment. At any time All Exteriors reserves the right to withdraw the offer in regards to remote work status if it affects the overall performance
- 6-month performance review with management

Hours & Operations:

Monday-Friday: 7:00am- 5:00pm (½ hour lunch PD)