

## Sales Support - Sawmill Sales

Primary focus will be assisting customers and sales team members (timeliness and accuracy of entering orders), order entry and order routing, customer liaison for order status updates, administering customer annual contracts (95% on time fulfillment of contracts), and coordination with logistics.

***This position is an hourly entry level position. The hours will be from 8am to 5pm M-F.***

## Accountabilities:

### Primary responsibilities will include:

- Facilitate relationships and provide support to the sales team and customers to ensure orders for products are processed with accuracy and efficiency and distributed properly.
- Collect and enter orders for new or additional products.
- Maintain customer accounts and monitor customer interaction with details of inquiries or feedback.
- Prepare and report results, status of accounts, leads, and new prospects to management.
- Follow company policies and procedures such as sales reporting, system entry, and credit.
- Provide ideas, innovation, and suggestions for continuous improvement and maximizing sales opportunities.

## Qualifications:

- Bachelor's Degree, something in Business or Marketing is preferred, or four (4) years equivalent work experience.
- Business office experience preferred
- Strong communication skills (verbal, written and interpersonal) for working effectively with others.
- Computer proficient with Microsoft Office, Google Docs and ability to navigate and acquire skills to use internal systems.
- High accuracy level.

## ABOUT BIEWER

Biewer Lumber provides its customers with the highest quality lumber, superior service, and exceptional reliability. Our five fully automated sawmills, producing both SPF & SYP, are equipped with state-of-the-art technology. The Biewer family of companies also includes three treating and distribution facilities, two manufacturing plants, and a full-service logistics company. As a fourth-generation family owned company, Biewer holds the highest standards for its products, processes, and people.

## BENEFITS

Medical, Dental, Vision  
401(k) Match  
Paid Time Off & Paid Holidays  
Life/AD&D Insurance  
Flexible Spending Accounts  
Optional Short & Long-term Disability  
Optional Accident Insurance  
Employee Assistance Program (EAP)

## CONTINUOUS IMPROVEMENT

"Safety First" Manufacturing Operations  
Safety Committees & Employee Involvement  
Employee Engagement Surveys  
Ongoing Communication & Feedback  
Leadership Development  
Sound Forestry Practices  
Equipment & Operating Upgrades

## PERKS

Team Oriented  
Employee Appreciation Events  
Collaborative Atmosphere  
Tuition Assistance



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