



# Mentor Lumber & Supply

*A Building Tradition since 1922*

## INSIDE SALES REPRESENTATIVE SHOWROOM

Mentor Location

### RESPONSIBILITIES INCLUDE:

- Greet and assist homeowners and builders who visit our showroom. Respond to phone and email inquiries, providing information about our products and services.
- Guide customers through the selection process, offering expert advice on products, construction techniques, finishes, and quotes.
- Work closely with outside sales representatives and other team members to ensure seamless customer service and satisfaction.
- Help maintain an organized and visually appealing showroom.

### WHY MENTOR LUMBER?



#### CORE VALUES

A COMMITMENT TO...

EXCELLENCE  
TEAMWORK  
RESPECT

In All That We Do!

We take our core values seriously! When you join our Team, you're joining a family-owned company that has been in business for over 100 years, with a well-established reputation as a leader within the building material supply industry in Northeast Ohio.

### DETAILS

- Full Time
- Hourly
- Non-exempt

### BENEFITS

- Competitive hourly rate with quarterly incentive program
- A robust benefit package, encompassing medical, dental, vision and a variety of supplemental coverage options
- Investment in our Team Members, through profit sharing and contributions to the 401k Savings Plan
- Paid vacation, personal days and company holidays

## JOB OPPORTUNITY SNAPSHOT

### WHAT IS A SHOWROOM INSIDE SALES REPRESENTATIVE?

Our Showroom ISR's assist homeowners and contractors who visit our showroom, ensuring a professional customer experience from first contact through the final sale.

### A DAY IN THE LIFE ...

- Greet and assist customers, respond to inquiries and provide information about products and services.
- Consult with customers to understand their preferences, project requirements, and budget constraints.
- Guide customers through the quoting, ordering, and delivery process.
- Follow-up with current and potential customers to ensure satisfaction and generate new business.

### THIS POSITION WOULD BE A GOOD FIT FOR SOMEONE WHO ...

- Communicates effectively
- Participates in a team environment
- Is self-motivated
- Has a basic understanding of construction
- Is analytical
- Is accurate & organized

