



## Sales Estimator

2603 Union Street, Oakland, CA 94607 510-893-9473 or 510-893-9484 (fax) email "jobs@feeneyinc.com"

**Title: Sales Estimator**

**Reports to: Director of Inside Sales**

**Job Description:** To successfully sell the products and services offered by Feeney, Inc. to individuals, contractors and corporations by acting in a courteous and professional manner

**Required Skills:**

- Technically competent on basic computer programs such as word, excel, data entry, email programs and web searches using popular search engines such as Google, Yahoo or MSN
- Typing competence with a computer keyboard and ten-key calculator
- Background knowledge of construction or estimating helpful
- Strong ability to multi-task and problem solve

**Responsibilities:**

- Learn the materials, goods and services provided by Feeney, Inc. and its affiliates
- Receive and process sales calls, emails and faxes in a courteous, professional and helpful manner
- Generate sales orders by: Contacting existing clients, web searches, government contracts, targeting specific industries and creative means
- Open, manage and maintain accounts verbally, with written correspondence and by using the NetSuite database and other media tools that have been provided
- Generate quotes and sales orders that are grammatically and visually accurate.
- Seek out help to ensure the proper documentation and signatures on associated paperwork is correct and complete
- Follow-up on all customer inquiries, expedite orders, quotes and sales orders by phone, email or any other means necessary
- Meet minimum sales quotas on a daily, weekly, monthly and yearly basis as defined by Feeney, Inc.
- Process customer returns within 48 hours of receipt of merchandise
- Work with purchasing department to order special items for clients
- Attend Monthly Sales meeting or other company meetings as required
- As needed attend marketing events to meet and greet clients
- Learn and understand company policies and procedures as it applies to your role. i.e. lien notifications, credit applications, special orders, tax codes, PO's etc.
- Special projects, tasks as assigned

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education/Experience:**

High school diploma or general education degree (GED); and one to two years related experience and/or training; or equivalent combination of education and experience.



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**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed that involved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to think in the abstract, to be able to visualize complicated but finite hardware and railing combinations in an infinite number of scenarios.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of word processing software, spreadsheet software, internet software, Celigo Software, and NetSuite.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to walk, use hands, talk and hear. The employee is frequently required to sit. The employee is occasionally required to stand and reach with hands and arms.

**Signatures:**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_

Date \_\_\_\_\_