Position Available

Counter Salesperson

Summary
Kuhlman Corporation, based in Maumee, OH, is one of the largest distributors of construction products in Northwest Ohio and Southeast Michigan.

The Counter Salesperson handles retail building-materials sales to contractors, homeowners and do-it-yourself customers that stop in at Kuhlman retail branches in Toledo, or send in their orders via phone, fax or e-mail. The Counter Salesperson is responsible for handling counter sales of building materials, water and sewer products, brick and decorative-stone materials, bulk materials, form rentals, and accessory products.

Location: Northwest Ohio

Compensation: Full-time position, with comprehensive employee benefits.

Hours of Work: Normally Monday through Friday 7 am – 5 pm, plus 7 am – 12 pm on Saturdays during the construction season.

Responsibilities
• Answers customer questions and advises them on suitable products they can use on a project. Accurately and timely enters customer orders into the Company’s order-entry system.
• Informs customers on product preparation and application rates, unit prices, product safety information, and delivery dates. Contacts customers if there is a delay in shipping.
• Handles cash sales and reconciliation of the Daily Cash Sales Register, plus keeps track of Open Sales Orders and partial shipments on Sales Orders. Processes credit-card transactions that occur at the sales counter.
• Follows-up with customers after the sale to verify that products have performed to the customer’s expectations or to answer additional questions they may have.
• Coordinates with the Kuhlman Credit Department on customers that are past due and “on hold”.
• Initiates purchase orders for direct shipments to customers.
• Processes merchandise returns.
• Handles customer complaints.
• Prepares various reports for management, including cartage reports, form-rental contracts, inventory reports, inventory receipts, and special-order returns.
• Replenishes shelves in the showroom with building materials, accessory items and promotional materials.
• May be assigned additional tasks and duties as assigned by management.
**Required Skills**

- Degree in business, sales or marketing, or communications preferred, along with additional training, marketing or sales of construction-related materials.
- Minimum two years of work experience, with construction-related experience preferred.
- Minimum two years of inside-sales experience, with building materials-related sales preferred.
- Demonstrated ability to effectively communicate with customers in-person or over the telephone.
- Demonstrated familiarity with patching materials, sealers, forming systems, and decorative-concrete materials.
- Be able to lift and carry products weighing up to 100 pounds.
- Work effectively with co-workers and customers.
- Uses effective written and oral communication skills.

**For Questions or to Submit a Resume**

E-mail Amber Malone ([amalone@kuhlman-corp.com](mailto:amalone@kuhlman-corp.com)), Kuhlman Corporation Human Resources Coordinator.

Or mail her at Amber Malone, Kuhlman Corporation, 1845 Indian Wood Circle, Maumee, OH 43537.