

VALUE PLUS FLOORING

Job Description

JOB TITLE: **Flooring Expeditor**

SUMMARY:

This position is primarily responsible supporting the Service and Customer Service Departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

Responsibilities includes but not limited to:

- *Professional verbal and written communication with customers.
- *Able to answer phones and field calls professionally
- *Provide administrative support to the internal sales team including but not limited to processing customer orders, ordering material (when needed), typing and understanding bid/quotes and pricing.
- *Ensure pricing on all customer orders is accurate.
- *Ensure pricing on subcontractor work orders is accurate.
- *Be able to work at a “sense of urgency” pace to guarantee quick installation for our clients.
- *PC experience including expertise in Microsoft Office, Outlook with the ability to learn custom software programs.
- *Floor Covering industry knowledge, a plus, but not necessary.
- *Proactive- problem solver
- *Proficient time management and organizational skills.
- *Ability to work independently and as part of a team.
- *Positive & upbeat
- ***Must be available to cover weekends, evenings and holiday hours, when needed.**

- *Proficient Computer Skills
- *Process orders from start to finish
- *Detail Oriented, Organized and able to Multi-Task
- *Consistently follow up on orders
- *Work well in a fast paced/ high volume environment
- *Adapts well to change
- *Works well with sales staff to understand their client’s needs and quotes
- *Understands cost analysis and margins for profitability
- *Works well with subcontractors to ensure proper pricing per customer order
- *Maintains positive communication with Sales Staff, Customers, Subcontractors and Vendors