



## **Inside Window & Door Sales (Shiloh, IL):**

Our Company:

Wilke Window & Door is the largest Andersen® window dealer in the St. Louis Metro area. We offer a wide variety of products including windows, doors, millwork and cabinetry to professional builders, remodelers and retail customers. We've been in business for over 50 years and currently have three large showrooms located in Fenton, MO, St. Charles, MO and Shiloh, IL.

Position:

Due to continued growth in residential and commercial building markets, Wilke Window & Door is currently in need of an energetic Inside Sales Representative at our Shiloh, IL location. Associate's degree in construction management and/or at least 2 years of millwork, lumberyard, or similar industry sales experience necessary. Excellent computer, customer service, and communication skills required. Experience reading blueprints and estimating needed. Familiarity with Andersen IQ or other window estimating software a definite plus.

Responsibilities:

- Present solutions to customers including price, credit terms, accurate sales estimates, and estimated time of delivery based production and delivery schedules
- Convert customer sales inquiries to sales
- Prepare estimates using quoting software
- Promptly follow up on customer inquiries, sales leads, and estimates
- Update and maintain project log and submit to Sales Manager for monthly approval

- Help resolve customer issues and complaints

Requirements:

- Associate's degree in construction management and/or at least 2 years of millwork, lumberyard, or similar industry sales experience.
- Proficient with MS Office – Word, Excel, and Outlook.
- Must possess a high degree of organizational and time management skills.
- Positive attitude and strong communication skills required.

Benefits:

- Competitive salary, bonus, health insurance, 401K, company pension plan, vacation