

# PRECISION COUNTERTOPS

## Facilities Coordinator / Insides Sales Position

Precision Countertops is the largest custom countertop manufacturer in the Pacific Northwest. With over twenty seven years of experience manufacturing and installing countertops, we have thousands of satisfied customers. We are currently recruiting for a **Facilities Coordinator / Insides Sales** in our **Medford, OR** facility. Our success lies in the people we hire. We are committed to providing a personal and rewarding experience for every employee in our organization by offering a positive work environment and career advancement by promoting from within. If you are an innovative, service oriented team player and meet the following requirements below, we want to talk to you.

The Facilities Coordinator will have both operations and sales functions; they will do a variety of tasks throughout the day. The goal is to support the location and allow the sales manager to focus on sales only functions.

### Duties & Responsibilities:

#### (Primary functions in BOLD)

- **Answer phones first**
- **Check and clear voicemails first thing**
- Communicate with corporate any pending issues
- Communicate with project coordinator if necessary
- Complete any necessary paperwork and send to corporate
- **General Warehouse**
  - **Unloading and loading one truck a week (F/L ability required)**
  - **Showroom Slab maintenance and organization**
- Installer communication and minor supervision
  - Facilitate communication between the company and local installers
  - Print installer packets and track lien waivers if necessary; this function will be eliminated soon and occur directly between corporate and installers
- Order and maintain all office supplies
- Print and place Slab signs

### Sales Functions: (this will encompass roughly 50% of your time)

- **Assist customers in the showroom as needed, the facilities coordinator is the second person up if there are two sets of customers. If the sales manager is out, you will be running the showroom.**
- **Complete quotes for customers and sell the job**
- Maintain showroom and office space, trash, cleaning, etc.
- Maintain showroom signage on product, slab signs, samples and other marketing materials; coordinate with corporate marketing team
- Maintain daily traffic spreadsheet and email to corporate
- Weekly completion of Payment Due's/ Invoicing

### Skills and Competencies:

- **Ability to provide outstanding customer service**
- **Ability to multi task among both sales and operations functions**
- Superior organizational skills

Hours for this position will rotate between 8:00am – 5:00pm Monday – Friday, and Tuesday through Saturday every other week. Precision Countertops offers a competitive compensation and benefits package. To see a listing of all our current openings, please visit our website at [www.precisioncountertops.com](http://www.precisioncountertops.com).

To be considered for this position, please submit resume and cover letter, with salary requirements, to [careers@precisioncountertops.com](mailto:careers@precisioncountertops.com) or fax to 503-855-2084. No phone calls please.

Precision Countertops is proud to be an Equal Opportunity Employer.