



F.W. WEBB COMPANY

## Job Posting

Position Title: Customer Product Growth Specialist Associate

Location: Queensbury, NY

Reports To: General Manager

Pay Range: \$24.00 - \$30.00 per hour

### Responsibilities:

- Answer customer calls
- Create submittal packages for contractors as needed
- Create and maintain job files both electronically in job folders
- Communicate effectively with inside sales team
- Reporting for inventory, sales and job tracking
- Maintain job tracking board
- Print plans and specs
- Update and coordinate with other local area locations for bids and due dates
- Other miscellaneous clerical duties as necessary

### Qualifications:

- Strong Customer service skills required.
- Effective verbal and written communication skills.
- Demonstrate an ability to create a positive FW Webb experience during every customer contact.
- Attention to detail a must
- Comfortable working in a fast paced office environment.
- Be able to conduct themselves in a professional manner at all times