



McCormack Building Supply, Inc.
8 Lithgow Street
Winslow, ME 04901

Ph. (207) 873-6467
mccormackbuildingsupply.com

Inside Sales Representative

McCormack Building Supply | Winslow, Maine | Full-Time

McCormack Building Supply is seeking a motivated, customer-focused **Inside Sales Representative** to join our Front Sales Team. As the first point of contact for customers, you will play an important role in creating a positive experience while helping contractors, homeowners, and DIY customers find the products and solutions they need. This position is ideal for someone who enjoys working with people, solving problems, and building relationships in a fast-paced retail and building supply environment.

Key Responsibilities

Responsibilities include, but are not limited to:

- Assist customers in person, by phone, and via email.
- Create estimates, quotes, and sales orders for building materials and related products.
- Receive and process store-ordered inventory and customer special orders.
- Match and mix paint and stain products.
- Maintain product knowledge across a wide range of building materials, hardware, and home improvement products.
- Support daily sales and customer service operations while ensuring an excellent customer experience.

Qualifications

Successful candidates will possess:

- Previous customer service or sales experience.
- Knowledge of building materials is preferred but not required.
- Strong communication and interpersonal skills.
- Ability to multitask and prioritize effectively.
- Dependability and the ability to follow directions.
- A self-motivated and positive work ethic.
- The ability to work collaboratively as part of a team.

Benefits

McCormack Building Supply offers a competitive benefits package, including:

- Competitive wages
- Company matching 401(k) retirement plan
- Fully Paid Medical insurance
- Fully Paid Dental insurance
- Fully Paid Life insurance
- Paid Vacation
- Paid Time Off
- Paid Holidays
- Employee discount
- Additional benefits and growth opportunities

"Excitement is Building"



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Why Join McCormack Building Supply?

At McCormack Building Supply, we take pride in providing exceptional service while fostering a supportive, team-oriented workplace. Our newly renovated, state-of-the-art facility offers employees an opportunity to build a rewarding career with a respected local company.

How to Apply

Apply online at www.mccormackbuildingsupply.com, through the McCormack Building Supply careers page, via Facebook, or visit the store to complete an application.

Questions? Contact the store at **(207) 873-6467** and ask for **David Brann (Store Manager)**.

Location: McCormack Building Supply, Winslow, ME

Position Type: Full-Time

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