

M&M Barn Sales is seeking a qualified applicant for the position of Customer service/Estimator. Job duties include but are not limited to: Assisting customers with building product inquiries, completing estimates and placing orders for building materials, and providing support for our post frame building packages. Support for building packages would include creating building layouts and takeoffs, as well as assisting management in proper selection of appropriate design software, etc. Other duties at times would include physically working in the lumberyard to help fill orders, load/unload deliveries, and stock inventory. Percentage of office work versus yard work will vary with seasonal demand but is expected to be a higher percentage of office work as there is constant need for further product training. Applicant will also be expected to play an active role in helping improve the customer service and estimating aspects of our business.

Applicant must be motivated, a self-starter, and a strong communicator. Applicant must also be a team player and be able to offer professional, courteous service to our customers while working in a fast paced environment. Applicant must be flexible as position is within a small company where employees are cross trained in several positions so that they can cover for coworkers due to sickness, appointments, and scheduled vacation. Applicant must be willing to take responsibility and admit when he/she makes a mistake so that the best solution for mistake can be reached. Applicant must possess the ability to engage in civil dialog with fellow employees and management. This includes immediately notifying management of any workplace issues that may arise so they can be dealt with and all parties can move forward. M & M Barn's management greatly desires a positive, friendly working environment where employees can be both efficient and enjoy their work experience.

Minimum Associates degree preferred, along with working knowledge of QuickBooks and MS Office. Any knowledge of AutoCAD or other design/estimating software is a real plus. Prior building construction and/or building material estimating experience required. Hours are full time from April-December and part time during Winter months. Some Saturdays required as well as travel to our Wellsboro, PA branch location (Likely one day per week with company vehicle). Compensation based on prior experience and ability.