

Alside

Project Coordinator - Building Materials at Alside

COMPANY DESCRIPTION

Alside, a division of Associated Materials Incorporated (“AMI”), is a recognized leader in the home improvement industry and is uniquely positioned with a strong vertical integration of manufacturing, distribution and installation. Our Installed Sales Solutions (ISS) channel is the premier, professional project management organization for the exterior remodeling industry. The ISS program serves select larger home exterior product companies by local Alside Supply Centers throughout the U.S. and streamlines the installation process for these customers by utilizing our network of authorized installers. We also offer solutions for small scale projects like single family home window replacement. If you have experience with project management in the building materials industry, apply today!

JOB DESCRIPTION

Sales Solutions Manager or Regional ISS Manager (depending on location size). The individual in this position will be responsible for working collaboratively with a team to support and maintain relationships vital to ISS business growth while ensuring high levels of customer service and safety compliance.

OBJECTIVES:

Consistently deliver world-class Customer Service

Assist in research and development of accounts to maintain projected metrics

Operate in a safe manner following all company safety policies

Administer and manage customer account activities by thoroughly and accurately maintaining documentation and 100% order entry accuracy

Follow and execute additional direction set out by the ISS Manager

DAY-TO-DAY RESPONSIBILITIES:

Deliver exceptional Customer Service by responding to customer needs thoroughly in a timely manner with accuracy and detail

Develop and maintain a high level of product knowledge

Resolve customer issues and questions

Administer the Filing, Job Pack creation and Materials Procurement Forecasting for ISS

Receive and process orders and assist customers through the ordering process

Maintain detail and accuracy in order entry and customer requests

Maintain and service new customer accounts

Assist in job scheduling and product delivery

Operate in a safe manner and maintain a safe work environment

Serve as a reliable and knowledgeable resource to our customers

Follow and execute any additional direction given by ISS Manager/Operations Manager that will assist in obtaining overall goals and objectives of the organization

QUALIFICATIONS

Ability to multi-task

Results Driven and Self-Motivated
Service Oriented
Effective Time Management
Organized and Detailed Oriented
Excellent Communication Skills
Ability to learn and embrace new technology
KNOWLEDGE/PHYSICAL REQUIREMENTS:

Microsoft Excel, Office, and Outlook
General knowledge of the exterior building industry preferred, but not required
Frequent sitting, standing, walking, bending
EDUCATION AND EXPERIENCE:

High School diploma or GED equivalent required
Preferably 1-3 years in an operational environment, preferably building products with a demonstrated success working with customers
ADDITIONAL INFORMATION
All your information will be kept confidential according to EEO guidelines.

Recruiters: Please note that Associated Materials, Alside and any of its affiliated companies does not seek or accept unsolicited resumes or offers of recruiting service associated with any published or unpublished employment opportunities. Any unsolicited information sent to AMI or any of its employees will be considered as unencumbered and free from any fee or charge whatsoever. Only members of our Human Resources Team have authority to engage or authorize recruiting services. Any questions regarding recruiting services of any kind must be sent to jobs at associatedmaterials dot com.