

## Outside Sales/Project manager

### Job Description:

Highmark Exteriors is a residential and commercial exterior company that specializes in both new construction and remodels for roofing, siding, windows and gutters. Highmark Exteriors is currently looking to add a remodel sales rep that will be responsible for the beginning to end process of working with customers and insurance companies to complete exterior remodeling projects.

### Job Responsibilities:

- Accurately estimate projects.
- Provide quality customer interaction.
- Follow up on provided leads and communicate with sales managers on the status.
- Develop your own leads by various means.
- Present estimates to customers and create contracts.
- Attend regular sales meetings
- Communicate and follow through with insurance companies when dealing with insurance claims.

### Qualifications:

- Door to door sales experience or willingness to learn.
- Experience in the construction industry preferred.
- Good customer service skills.
- Intermediate- level proficiency in computers including Microsoft Excel, Outlook etc.
- Must possess strong organizational skills and attention to detail.
- Good written and verbal communication skills.
- Understanding of roofing and siding is a plus
- Willing to work evenings and weekends.
- Must be able/willing to climb on a ladder and walk on a roof.

### Compensation

- Independent contractor paid on commission