



## Sales Associate

Full Time - Compensation Commission-Based

Have a “Go-Getter” & dependable personality? If so, CoMitted 365 Roofing & Exteriors is the perfect employer for you. We are currently hiring a Sales Associate to join our Team. Hard work is rewarded when you join our team!

### Work Hours:

- CoMitted 365 considers April 1st – October 31st as our peak roofing season. During this season the work schedule for each sales employee is varied based on business needs and/or trends.
- Off-peak season (November 1st – March 31st) sales schedule is typically Monday – Friday 8am-5pm.
- Seasons will vary based on current weather and economic patterns. The sales staff must be flexible and willing to work extended hours regardless of season when business need requires.
- Sales staff must be available to work weekends after a storm event has taken place. Management will put together a canvassing plan for after a weather event and sales staff will be dispatched accordingly. Working weekends does not constitute taking other days off.
- You will be required to work at our sales events. (Tour of homes, home show, and trade shows.) These events are typically on the weekends and/or evenings.
- Time Off Requests are not allowed after a major storm event, unless deemed an emergency situation and discussed with management.

### Appointment Duties:

- Sales employee must be comfortable using a ladder to gain access to a client’s roof. Must be able to safely walk on all heights and types of roofs.
- Sales employees must be able to complete the entire sales detail checklist for every project sold.
- Sales employee is responsible for inspecting roof and property to determine the scope of damage and need for repair. This will involve marking the damaged areas with chalk in order to show damage in pictures.
- Sales employee is responsible for correct and accurate input of information into AccuLynx software system. All insurance documents, contracts, pictures, and correspondence must be documented.
- Sales employee is responsible for taking required photos on the fulfillment checklist. • Sales employee is responsible for the signing of customer contracts, change orders, and processing of supplements.

- Sales employee is responsible for pulling all ITEL samples and turning them into the office for processing.
- Sales employee is responsible for assisting homeowners in filing of insurance claims and answering any questions in regard to the filing of that claim.
- Assist customers in selecting materials and color choices used for each project.
- Sales employee is responsible for the collection of insurance proceeds from each homeowner under contract.
- Sales employee is responsible for tracking “sold” jobs in online CRM until moved into Production phase.

**A Successful Applicant must have the following:**

- Valid Driver’s License
- Must pass a pre-employment drug screen and DOT physical
- Bachelor’s degree in Construction Management, related field or business management, or 2 years field-related experience
- Diverse project background
- Strong attention to detail
- Positive Energy & Teamwork Mentality
- Be able to work outdoors in a variety of climates
- Can carry and lift at least 50 pounds
- Job requires various height levels, must be good with heights
- Experience working with a roofing CRM, AccuLynx is preferred

**Benefits:**

- Join a team that believes that hard work should be rewarded
- Simple Plan with Employer Contributions
- Health Insurance
- Full-time employment with Overtime
- Growth opportunities
- Paid Holidays
- Paid Time Off

An Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, sexual orientation, gender identity, age, disability, or veteran status.