



OPEN UNTIL FILLED

OPEN TO THE GENERAL PUBLIC

NOTE: Selection process is in accordance with Chapter 170, as amended.

Posting Closes: Monday September 21, 2020

Job Title: Lumber Sales Rep.

Supervisor: Sales Manager

Status: RFT

Rate: TBD

SCOPE OF WORK:

Responsible for contacting current and prospective customers to generate sales of MTE lumber and forest products.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Must have the knowledge, skills, and ability to perform the following:

1. Stay abreast of economic conditions affecting forest product sales.
2. Develop strategies to meet inventory turnover rates.
3. Understand lumber measurements, terminology, grades, quality, and lumber associations.
4. Familiar with the sawmill, forestry, lumber and value added forest products.
5. Math pertaining to fractions and decimals to accurately analyze forest product sales.
6. Maintaining professional relationships with customers.
7. Contact current customers and prospective customers for business opportunities.
8. Evaluate customer's needs and advise customer of product availability and delivery.
9. Provide price quotes, estimated shipping costs, estimated delivery dates, and other related sales factors.
10. Take initiative, work independently and be a self-starter with limited supervision.
11. Attend sales and trade functions for current sales trends, market conditions and new developments in forest related industry.
12. Perform other duties as assigned by supervisor.

WORKING CONDITIONS:

Requires working under tight deadlines to meet sales goals. Requires extensive (overnight) travel. Requires compliance with all safety policies and practices of MTE.

QUALIFICATIONS:

Requires a high school diploma or equivalency **and** the completion of some post high school technical education in business/marketing. Associates and Bachelor's Degree preferred in Business/Marketing. Must have successfully completed the NHLA Inspector Training School. Must have a minimum of 3 (plus) years' experience with Hardwood/Softwood grading. Must have knowledge of sales code and ability to interpret rules and regulations. Must possess excellent interpersonal relations' skills and demonstrate effective written and oral communication skills. Must be a strong advocate of lumber industry standards, both ethically and professionally. Must possess a valid Wisconsin driver's license and

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be insurable under MTE insurance standards. Must possess good work ethic and excellent work attendance and be a team player.

APPLICATION PROCESS:

1. Completed application
2. Copy of Tribal enrollment
3. Copy of diploma or equivalent.
4. Honorable or general military discharge paperwork

Note: It is not the responsibility of MTE to notify you of incomplete applications.

SUBMIT APPLICATIONS TO:

Levi O'Kimosh, Human Resource Director

Menominee Tribal Enterprises, PO Box 10, Neopit, WI 54150

Email: levio@mtewood.com

Fax: 715-756-2319

Call: 715-756-2311 ext. 1137/1168/1135 if any questions.

*Applicant must successfully pass a pre-employment drug & alcohol screening and background check.