



<b>Job Title:</b>	Estimator/Customer Service	<b>Supervisor:</b>	Sales Manager
<b>Department/Group:</b>	Office/Sales	<b>Travel Required:</b>	Yes
<b>Location:</b>	Office	<b>Position Type:</b>	Office

**Applications Accepted By:**

<b>Fax or E-Mail:</b> 417-286-3350 or hr@signfab.com Subject Line: Job Title <b>Attention:</b> Human Resources	<b>Mail:</b> Sign Fab, Inc. Attn: Human Resources 28625 Harvest View Rd. Stoutland, MO 65567
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**Job Description:**

We are looking for an energetic, friendly and dependable full-time Estimator/Customer Service Representative for our Sales department. As a member of our sales department in this fast-paced environment, you will play a vital role in serving the needs of our customers by providing product and service information. Our customer base is spread out over 40+ states, giving you the opportunity to reach a large and diverse audience.

We are focused on employee growth and are committed to continually providing learning opportunities. We believe our employees are our most valuable asset and we want to invest in their development.

Create a better future for yourself and come experience what being a part of the Sign Fab family feels like.

Pay based on experience. Benefits include Health/Dental, Holiday Pay, Vacation Pay, Matching 401K.

Incentive Pay available based on performance; Employees can earn an extra 3\$ an hr/week from sales.

Remote positions available, but must be able to transport to the office location for training.

**Sales Essential Duties and Responsibilities:**

- Responsible for ensuring that each customer receives outstanding customer service by having solid product knowledge and by providing quick and accurate quotes.
- Responsible for preparing quotes, as needed by customers, as per the customer's specification. If the information is not provided, it is your responsibility to help the customer by providing excellent customer service and guidance of what is needed.
- Responsible for accurate data entry of measurement and customer specifications.
- Responsible for maintaining customer files in accordance to company policy and procedures.
- Responsible for maintaining a clean and organized work area.
- Sales Qualifications and Education Requirements
- High School diploma/GED
- Strong mathematic skills
- Computer literate

**Job Knowledge, Skills and Abilities**

- Must be computer literate. Knowledge of basic computer programs such as MS Office (Word, Excel, Outlook) preferred.
- Prior experience working in customer service
- Positive energy
- Knowledge of drawings and specifications helpful but not required. Training will be provided.
- Must have excellent written and oral communication skills
- Knowledge of sign manufacturing methods, techniques and related equipment helpful but not required. Training will be provided.
- Comfortable managing several competing tasks in a fast-paced environment
- The ability to work independently or collaboratively with teammates
- Delight customers during every service interaction

**Training Requirements**

General Safety

**Physical Requirements**

Minimal physical exertion may be required  
 Regularly required to sit for long periods of time  
 Occasionally required to bend or squat for short periods of time.

**Personal Protective Equipment**

Safety glasses and/or hearing protection may be required while performing specific tasks

**Disclaimer**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*