

Plekkenpol Builders, Inc. is searching for candidates for the following position:

Job Title: Remodeling Sales Manager, full time

The ideal candidate is a self-motivated, well-organized individual who believes strongly in exceptional customer service and superior residential remodeling results

Summary Job Description:

Responsibilities:

- Promote top-notch customer service every day, with every contact
- Develop and execute strategies to drive business in new and existing markets
- Oversee all functions of the Sales and Design departments
- Recruit, interview, hire and train top remodeling sales and design talent
- Mentor staff to help them achieve individual and team goals and objectives
- Educate, supervise and motivate sales and design staff
- Address personnel issues and prepare staff performance reviews
- Prepare agendas and lead sales meetings
- Arrange vendor presentations of products and methods
- Distribute leads and follow through on lead status
- Review and approve all estimates and plans for prospective projects before sale
- Meet with Project Managers to review active project status, client interaction and jobsite visits, change orders, billings and payments using the company database, database reports and job cost accounting reports
- Review and analyze all jobs that are closing with Project Managers using the company database, database reports and job cost accounting reports
- Assist Accounts Payable and Accounts Receivable departments with questions they have regarding customer and vendor invoices
- Follow company systems, standards and procedures and recommend beneficial changes
- Meet with current vendors (suppliers and subcontractors) to discuss service issues and negotiate fair pricing
- Input products and pricing, as well as pricing changes into estimating system
- Meet with potential vendors to determine their fit for our company
- Stay current on industry trends, codes and standards
- Participate in general business management and provide back-up for other management personnel
- Promote a positive and cohesive relationship between the Sales and Production departments and conduct co-department meetings from time to time
- Perform all responsibilities without close supervision

Qualifications:

- Bachelor's Degree or equivalent experience in Business and Residential Construction Management

- 3+ years of residential remodeling estimating and sales experience
- 3+ years of general business management experience
- Excellent written and verbal skills
- Exceptional listening skills
- Ability to use computers, phones and other business machines and become skilled at using company software programs
- Knowledge of current tools and methods available to complete remodeling tasks
- Knowledge of design techniques, tools and principles involved in the production of technical plans, drawings and contract documentation
- Ability to estimate material and labor requirements using current construction methods, codes, standards and materials
- Knowledge of the practical application of engineering, science and technology
- Understanding of terminology used in the residential building and remodeling industry
- Understanding of key business principles, ethics and business management
- Understanding of basic Civil Rights requirements and personnel management
- Understanding of, and ability to, recognize and preserve confidential information
- Ability to recognize the need for and use of discretion
- Ability to remain calm and professional when dealing with personnel issues or when under pressure during peak periods of activity
- Ability to communicate effectively and professionally with clients who are confused or unhappy and to work with Project Managers and Production Supervisors to find answers and satisfactory solutions
- Ability to communicate effectively and professionally with company management, as well as with other staff, suppliers and subcontractors

Company History

Plekkenpol Builders is a Twin Cities-based, family-owned and family-run company specializing in residential remodeling projects that are as functional as they are beautiful.

Plekkenpol Builders is known for superior craftsmanship and excellent customer service, and we welcome the opportunity to create uniquely personalized spaces. We provide smart design and quality construction for everything from kitchens and baths to master suites, home offices, lower levels, porches and decks, additions and whole house remodels.

When you trust the Plekkenpol team with your remodeling project, we will treat you and your property with respect, manage your project professionally and deliver only the finest products and services.

At Plekkenpol Builders, there is no higher reward than your satisfaction. We strive to build customer relationships that stand the test of time - from the initial contact to the completion of your project and long into the future.

Interested candidates should send resume to careers@plekkenpol.com