



**Open Until Filled**

**OPEN TO THE GENERAL PUBLIC**

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

Post Closes: Wednesday February 15, 2023

Job Title: Sales Representative

Status: RFT

Supervisor: Sales Manager

Rate: TBD

**SCOPE OF WORK:**

Responsible for contacting current and prospective customers to generate sales for 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. Willingness to learn, take classes, improve.
13. 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 or Bachelor's Degree in Business/Marketing is preferred. Must have a minimum of 3 (plus) years' experience with Hardwood/Softwood grades. 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 good work ethic and excellent work attendance and be a team player.

www.mtewood.com

**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:**

Mariah Reiter HR Department

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

Fax: 715-756-1314

Call: 715-756-3353 if any questions.

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