

Our Company:

Heritage Millwork has been distributing quality interior and exterior doors for over 20 years and we continue to add new products to our already extensive inventory. In addition to interior and exterior doors, we offer a full line of millwork products including mouldings, stair parts, and urethane trim.

Position:

HMI currently has a full-time opportunity for a motivated and dependable individual to join our inside sales team. Qualified candidates must have outstanding communication, organizational and interpersonal abilities with excellent customer service skills. Millwork or building material industry experience is required.

Responsibilities include:

- Process customer orders and quotes maximizing sales potential through good customer service techniques and knowledge of the company's products and services.
- Promptly follow up on customer inquiries.
- Build and maintain quality relationships with customers as well as HMI staff.

This position offers competitive wages and benefits and the opportunity for advancement. If interested, please send resume with salary requirements to:

Attn: Human Resources

hr@heritagemillworkinc.com