

INSIDE SALES REPRESENTATIVE/ AGENT  
YAKIMA, WA



## Employment Type

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Full-Time

## Benefits Offered

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- Medical
- Dental
- HRA
- 6 Paid Holidays
- Paid Time Off (PTO)
- 401K
- Competitive Pay

## Job Description

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Wilbert Precast, Inc. is looking for an Inside Sales Representative/ Agent for our Yakima, WA location. This position works closely with customers as well as the sales, production, and dispatch teams throughout the bidding, submittal process, production, and delivery phases. The ideal candidate is organized and detailed orientated with an emphasis on quality of work and communication.

### Responsibilities:

- Maintain positive communication with customers regarding job status
- Read plans and specifications on file for custom structures, cast in place structures, posted jobs.
- Complete quotes, submittals and process approved quotes.
- Maintain accurate documentation
- Maintain project file, other documents and provide status updates

### Qualifications:

- Experience in the construction industry required
- Bidding/Estimating experience
- Experienced in document management
- Strong work ethic
- Self-Starter
- Proficiency in Microsoft & Google programs
- An understanding of Solidworks is helpful, but not required
- Excellent written and verbal communication skills.
- Ability to multitask efficiently without error

## How to Apply

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To apply submit a resume to Lori Ott at [lott@wilbertprecast.com](mailto:lott@wilbertprecast.com)