



Updated: January 31<sup>st</sup>, 2022

Job description: **Product Sales Specialist**

**To include:** a combination of office, office support, sales, marketing, wood shop, product manufacturing and cost analysis work. Job responsibilities include developing business and marketing plans and methods, customers, community outreach, and sales for basic and value-added wood products, in cooperation with and under the direction of the company business manager. This includes planning, design, proto-typing, test marketing, marketing research locally and on the Internet, business planning and analysis, and making sales per approved pricing schedules and strategies. Job can be divided into the following and other tasks:

1. Office: Computer documentation, sales, customer, cost analysis, marketing research. Some of this may be done at home on the employee's own computer, as directed by Greenleaf. Includes office housekeeping, wood stove, cabin and display maintenance, etc. on a daily basis, and other cleaning / maintenance duties as assigned.
2. Sales work: Includes learning Greenleaf's total product line, pricing, and sales procedures, and doing office staffing to substitute as necessary for other office staff in phone answering, sales calls, mailings, supply ordering, organizing of supplies/tools in all shops, etc., and safety program development. Employee will also become proficient at and use computer programs necessary to do this job well, including Microsoft products (Word, Excel, PowerPoint), QuickBooks, website, online sales outlets, and others, and produce printed and electronic reports, price sheets, marketing sheets, etc. for company use, and will represent the company's best interests at all times.
3. Shop: Housekeeping, safety methods, woodworking, small pole peeling, product assembly, sanding and finishing, and lumber yard/stock/materials sorting, stacking, and inventory.
4. Product delivery and showing samples: Limited use of personal vehicle to do this, with reimbursement for mileage or gas as agreed with Greenleaf.
5. Assist as needed with all value-added product development and orders, in all aspects.

In all aspects, safety is "job one", and Greenleaf has an active and very detailed safety program that all workers must follow. Excluded from this work are basic rough-cut sawmilling and large log sawing, bucking, and sorting, heavy lifting, chainsaws, and large log peeling work, logging, etc. that are common to other employees of Greenleaf. Front-end loader and truck operations, and wood working/ carpentry/ wood construction are included as needed. Initial product lines to develop: lumber products of all kinds, all products shown on our website, and further work on accent walls, boxes, log and rough-cut wood furniture, and small cabins/ garden sheds, including possible kits, material packages, and assemblies.

Compensation is \$16-\$20/hour, or base pay plus commissions, relative to initial skills and experience, demonstrated skills over time, attendance, interest in the job, continuous learning and improvement, and contribution to overall production and quality, as well as overall crew improvement. Our desired qualifications for this position include general business and sales experience, experience with QuickBooks and Microsoft Office products (Word, Excel, PowerPoint). Familiarity with wood products, carpentry, construction, and forestry is a plus and will help greatly with sales. New employees can be trained in any of the above skills they do not have experience with.

Please send your detailed resume with references to [len.at.greenleaf@gmail.com](mailto:len.at.greenleaf@gmail.com). THANKS!