

Job Title: VNY Sales Coordinator

Job Details

Division: Vulcraft of New York, Inc.

Location: Salem, New Hampshire

Deadline for Application: February 28, 2022

Basic Job Functions:

The responsibilities of the Sales Coordinator include, but are not limited to; being a positive team member and an active participant within our culture while taking care of our customers. Sales Coordinators are responsible for organizing and maintain bid information, create and pursue milestones to ensure quote activities remain on track, liaise and communicate internally within the organization and externally with customers to ensure milestones are met and information is accurately shared. The Sales Coordinator manages customer list quotes and orders, creates sold job packets, books jobs, and estimates metal deck from contract drawings. They would also need to ensure the highest standards of service are maintained through professional, informative and responsive communications (written and verbal) with our internal and external customers. Additionally, the Sales Coordinator provides administrative support to other teammates in the office as needed.

Safety is the most important part of all jobs within Nucor; therefore, candidates must be able to demonstrate the ability to initiate, lead, and uphold safety policies, practices, procedures, and housekeeping standards at all times.

Minimum Requirements:

- Strong commitment to Safety
- High School Diploma
- Basic knowledge of Outlook, Excel, and Word
- Willing to work more than 40 hours per week if needed
- Willingness to relocate or daily commute to Salem, NH

Preferences:

- Experience with construction drawing and specification documents
- Desire to advance within Nucor

Must be able to perform all essential functions of the job with or without a reasonable accommodation. **The deadline to apply is February 28, 2022.**

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