



Sales Estimator

Works under the Vice President of Sales

Job Type: Full Time

Work Location: Multiple Locations

Job Description

Elliott Roofing was established in 1981 and has a long-standing reputation for roofing industry excellence in Oklahoma. Elliott Roofing strives to uphold family values. It is our daily mission to be a company committed to quality. Our pledge to treat each customer with integrity has paid off tenfold, bringing us many years of joy servicing this great state, an unprecedented reputation and the highest recognitions in business.

We hire highly motivated individuals to join our Sales Team to assist our clients with both their residential and commercial roofing needs. Sales Estimators will inspect, measure, and provide a scope of work for roofs and other exteriors, provide accurate proposals, while delivering an exemplary customer service experience. Elliott Roofing employs a full support staff that works cohesively as a team to ensure every project is a great success. Elliott Roofing provides leads and does not engage in a door knocking sales approach. Sales Estimators are encouraged to further generate business by procuring new customers and cultivating trade industry relationships.

This is a W2 commission paid position. Commission pay is uncapped with high earning potential. Bonus incentives offered. Training timeframe is salary-based pay.

Working Environment and Expectations:

Hours: A typical work week is expected to be not less than 40 hours. Given the seasonality of this business, we expect that there will be many weeks in middle of the year that require well over 40 hours of work. At the same time, there will be many weeks in the winter that may require somewhat less than 40 hours. At any time, and especially during the winter months, Sales Estimators may be asked to assist with various company initiatives.

Travel: A Sales Estimator's role is likely to involve occasional travel for servicing leads, company training, and projects. At times, business demand or weather events may require that the Sales Estimator spend time working in other company locations.

Skills:

1. Self-motivated, driven individual who keeps a personable and outgoing attitude while maintaining a positive and professional image
2. Basic knowledge of roofing systems (and ability to learn quickly) with overall technical proficiency
3. Physical fitness sufficient to perform tasks that can be demanding at times
4. Problem-solving ability to troubleshoot roofing (and related) issues: ability to identify symptoms and systematically eliminate potential causes until solving the issue
5. Outgoing, energetic and motivated professional who will deliver excellent customer service to our clients through written, verbal and customer centered professionalism
 - a. Customer service skills (listening, positive communication, patience)
 - b. Competence in grammar and spelling
 - c. Ability to send clear and mistake-free written communications
 - d. Good phone demeanor and tone
 - e. Detail oriented, organized, efficient time management skills.
 - f. Ability to organize many competing and concurrent workstreams, while prioritizing and following through on commitments
 - g. Maintain an effective calendar that meets the needs of customer's availability
6. Some computer/IT proficiency and experience (adequate to use Elliott Roofing technology platforms and tools)
7. Team player who recognizes the importance of working in a collaborative manner to reach a common desired outcome.

Objectives and Responsibilities:

Successfully solve client problems through effective issue identification and solution planning.

Perform thorough roof inspections, create detailed sketches of the roof - including all necessary measurements and calculations. Document inspection findings. Develop precise job estimates based on collected data.

Demonstrate professionalism in all interactions with clients and team, communicating clearly and with a positive attitude, actively listening to customer concerns, and explaining our recommendations, options, timing, etc.

Elliott Roofing will train new Sales Estimators on our selling models and workflow. Sales Estimators are expected to demonstrate proficiency and adhere to Elliott Roofing sales systems

Professional, articulate presentation of bid packages to customers

Proficient knowledge of insurance processes and capable in assisting their homeowners with claim

Continual growth and progress are essential to every individual's success at Elliott Roofing. Therefore, team members are always expected to strive to become better. Seeking knowledge, attending continuing education opportunities and actively participating in meetings are necessary

Conduct all work in a safe manner, adhering to all relevant OSHA regulations and company policies. (Note: Elliott Roofing provides standard safety equipment to all employees, including eye, ear, head protection, and fall protection systems. Elliott Roofing will provide any other safety equipment you deem necessary to perform your work)

Benefits:

- Elliott Roofing offers a wide range of exceptional opportunities to learn, grow and earn promotions from within. Great growth potential
- The company sponsors a Simple IRA plan for all full-time employees upon eligibility
- The company provides vehicles, fuel, technology, tools and equipment to perform your job

Mission and Values:

Elliott Roofing team members must support our Mission of “Striving to Provide Quality Craftsmanship While Delivering Honest, Friendly Service.” and embody our Core Values. We make hiring, retention, and advancement decisions largely on how well team members exemplify our core values in each aspect of their job.

Our Core Values are based off being fully **DEVOTED**:

1. **Diligent**: Consistently staying on top of tasks and working hard.
2. **Ethical**: Engaging in correct and honest practices
3. **Valued**: Making customers and co-workers feel appreciated
4. **Original**: Stay true to core values and setting the standard
5. **Trustworthy**: Be honest in all aspects of our business
6. **Efficient**: Be timely and concise in everything we do
7. **Driven**: Have a force and inspiration that keeps us grinding