**Outside Sales Representative/Project Manager**

We are currently looking to add a remodel sales representative that will be responsible for the beginning to end process of working with customers and insurance companies to complete exterior remodeling projects.

Exteriors by Highmark is a residential and commercial exterior company that specializes in both new construction and remodels for roofing, siding, windows, and gutters.

**Job Responsibilities:**

* Accurately estimate projects
* Develop your own leads by various means
* Follow up on provided leads and communicate with sales manager on the status
* Provide quality customer interaction
* Present estimates to customers and create contracts
* Communicate and follow through with insurance companies when dealing with claims
* Attend regular sales meetings

**Qualifications:**

* Door to door sales experience or willingness to learn
* Experience in the construction industry preferred
* Understanding of roofing and siding a plus
* Good customer service skills
* Intermediate level proficiency in computers- including Microsoft Excel, Outlook etc.
* Must possess strong organizational skills and attention to detail
* Good written and verbal communication skills
* Willing to work evenings and weekends to accommodate customers
* Must be able/willing to climb on ladders and walk on a roof

**Compensation:**

Base salary + commission