



Materials Specialist Position

Job Title: Material Specialist
Reports To: Materials Supervisor
Department: Materials
Location: Wausau, WI 54401

Summary: The position involves working with the sales support team and the Wausau Homes builder to estimate and order the proper materials from the initial setup of the project to the completed interior package.

Tasks include but are not limited to:

- Creating window, door, and interior trim quotes using the vendor's quoting software.
- Creating material lists by doing takeoffs from architectural plans.
- Creating material orders using Expandable.
- Problem solving and critical thinking to create solutions for unique and custom situations.
- Cabinet/Countertop design and layout using 2020 Kitchen Design Software.
- Communicating with the builder to finalize material selections and pricing.
- Coordinating scheduling of orders for shipping.
- Defining material pricing using Builder Advantage Plus, RIPP, and Expandable.
- Assisting the builder with material quotes, service items, and miscellaneous orders.

Qualifications:

An ideal candidate for this position would have the following skills: ability to understand building material usages and construction practices, understanding blueprints, cabinet design standards, price quoting software, Microsoft office programs, strong communication skills, excellent customer service skills, warehouse management concepts, builder operations, team work, critical thinking, problem solving skills, and business acumen.

Education and or Experience

- 2 years or more post high school education or relevant working experience in sales/estimating in the residential building industry.
- Strong written and oral communication skills.
- Ability to thrive in a multi-task, flexible, team-oriented environment.

Computer Skills

To perform this job successfully an individual should have the knowledge and/or ability to learn quickly:

- Expandable
- 20/20
- Estimating Software
- Microsoft Office Programs
- Vendor Quoting software's (Jeld-Wen QuickQuote, Wausau Supply, Western, and eMDI)

Supervisory Responsibility

- This job has no supervisory responsibilities.





Expectations

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - 30 Day
 - Company orientation
 - Understand and engage in company core values
 - Adopt the mission and vision of redefining the building experience
 - Basic understanding of the Wausau Homes business model
 - Shadow team members in order to understand work flow on the materials team
 - 90 Day
 - Basic understanding and functioning within our ERP system
 - Detailed knowledge of the duties involved in the first materials task assigned to the individual (A-Pack or B-Pack processing)
 - General understanding of the HSG and how we use it
 - 6-Months
 - Fully understand the ERP system as it relates to the materials function
 - Ability to complete work in the A-Pack or B-Pack process with no supervision
 - Ability to communicate accurately and professionally to our builders
 - Basic understanding of the products that we use on the A-Pack or B-Pack

