



Position: Account Manager Trainee

Position Summary: Under the guidance of a Senior Account Manager and or the Sales manager, represents capital Lumber Company's business interests as defined by the Mission Statement, particularly in efforts to develop and maintain its existing and prospective customer base as trading partners. Works to satisfy the needs of the customer by means of information, products, problem solving, and services available through Capital Lumber Company.

We will train to:

- Sell/market Company products and services using all communication methods provided and within the parameters set by the Company
- Quote and negotiate product prices on behalf of the Company to customers
- Receive customer questions, concerns, and complaints and exercise judgment and discretion to resolve them on behalf of the Company
- Collect and disperse information relevant to the customer's and company's needs and use that information to provide superior customer service
- Maintain on-going product knowledge meeting for your customers
- Perform product maintenance through cycle counts as necessary for specialty item inventory

\$15/hour; 16 hours or more per work (depends on student's availability)

Send resume to tpetersen@capital-lumber.com.