



Sales project manager

Close to Home Construction is a locally owned and operated MN General Contractor servicing the Twin Cities and surrounding areas. We specialize in exterior remodeling and restoration for residential, multi-family and commercial properties. Our services include roofing, siding, deck building, gutters, windows, doors and more. CTHC was founded on integrity, transparency, hard work and clear communication which we believe is the foundation of a successful business and happy customers. We are a small, rapidly growing company with opportunities for growth.

Sales reps/project managers work remotely with the autonomy to manage their own projects. If you live near the following areas, we would love to talk to you:

- Anoka
- Champlin
- Edina
- Plymouth
- Maple Grove
- Minnetonka
- Shakopee
- Wayzata

If you are a people person with the skills to guide property owners throughout their construction and storm restoration projects, you may be a great fit for our team.

REQUIRED

- Valid driver's license
- U.S. work authorization

PREFERRED SKILLS AND EXPERIENCE

- Sales experience (preferred, but will train)
- Construction estimating experience (preferred, but will train)
- Construction/remodel experience (preferred, but will train)
- Bachelor's degree (preferred, not required)
- Proficiency in MS Office, Google Apps, email, internet browsers
- Knowledge of Xactimate and Acculynx (preferred, but will train)
- Familiarity with how to read an insurance scope of work



- Professional dress and communication style for client meetings
- Ability to speak publicly with confidence and poise
- Ambitious, self-motivated and self-disciplined

DUTIES AND RESPONSIBILITIES

- Must be self-motivated and client-focused. Able to work independently and as a team, achieve sales goals, negotiate, build relationships and close deals.
- Communicate clearly and in a timely manner with Close to Home clients and office personnel
- Document and update lead stages, notes, photos, etc. into CRM on a daily basis.
- Must be able to climb a ladder and inspect siding and roofs for damage. (We will fly our drones over anything dangerous)
- Participate in sales meetings
- Responsible for client experience from the point of first contact to close and beyond.
- Promotion of Close to Home products and services to prospective and existing clients
- December - March: slower season with less appointments

COMPANY CULTURE

We are a small business of dedicated team members that work closely together to support one another's growth. Work/life balance is valued along with providing the best customer service to our clients. We are detail-oriented, focused on quality and precision. We encourage out-of-the-box thinking and ideas to remain innovative. We are a collaborative team focused on providing the best outcomes and results for our clients. We want to see our team shine and build job positions that highlight the best skills of our employees. If you are looking for a small company with a team culture built on trust, support and entrepreneurial fortitude, let's talk about how to get you into your dream role.