



METAL BUILDING SPECIALIST

Why work for EDiS?

We've set the bar for our industry in Delaware and are aggressively seeking growth in the Mid-Atlantic area. Our company and talented employees are held in high regard in our industry and community, and have a relentless commitment to customer loyalty. EDiS Company is extremely proud of its reputation in Delaware and the surrounding areas of Maryland, Pennsylvania, and New Jersey, as well as the construction industry in general. Our commitment to customer loyalty has provided our clients with superior service that continues to build our reputation and helps us achieve and maintain our 90% repeat business ratio.

EDiS Company was founded in Wilmington, Delaware, in 1908 as a masonry contracting company by the name of Ernest DiSabatino & Sons, Inc. The company has grown and expanded its business from experts in concrete and carpentry to include general contracting and now providing full construction management services with capabilities to also provide Agent CM, CM-At Risk, and Design-Build and BIM services.

Our key strength is providing comprehensive construction project solutions from the pre-design phase of a project through construction and facility occupancy.

EDiS is currently seeking a **Metal Building Specialist** to work in the company's Building Systems Division. EDiS Building System's (EBS) Metal Building Specialist will actively play a role in the growth of the Division. Duties include increasing company revenues by assisting in selling Butler material and related products through an on-line parts business. Additional responsibilities include developing new business opportunities for EBS through on-line sales, and building client relationships that generate repeat business opportunities.

Expectations of ALL EDiS Employees

1. Be a leader by taking responsibility, exhibiting a positive attitude and preserving the company culture.
2. Actively participate in the implementation and support of EDiS' Total Jobsite Safety and Zero Accidents Program.
3. Embrace EDiS' Service Vision and Nine Standards, and apply them to everything you do.
4. Seek to thoroughly understand corporate and industry practices, processes, standards, etc. and their impact on project activities.
5. Strive to continuously build knowledge and skills by pursuing training and development.
6. Serve as a steward of EDiS' financial health and growth.
7. Work ethically and with integrity.

Essential Duties and Responsibilities

1. Manage and administer multiple sales orders from order entry through delivery and payment.
2. Electronically file, screen, check, and distribute order documents to appropriate parties throughout the material delivery process.
3. Buy out vendor items when appropriate. Ensure vendor scope of supply is consistent with EBS' scope of material supply on the project.
4. Positively represent EBS in market place and provide a positive client experience at various client "touch points" throughout the material delivery process.
5. Participate in establishing a plan to increase EBS awareness, internally and externally, and grow sales.
6. Coordinate with Marketing and Sales Department on marketing of the EBS National Sales Desk.
7. Lead all communication with EBS web developer and ad words manager, reporting to both EBS Division Manager and Director of Marketing, any updates or changes.
8. Learn the different Butler products by interacting with EBS staff and studying Butler Manufacturing installation details with the goal of eventually generating accurate material quotes.
9. Generate various reports for Management's use, including a monthly sales report using Microsoft Excel.
10. Accurately price all necessary materials.
11. Be proficient in all Butler pricing software
12. Prepare scope of work that accurately reflects the material included in the pricing, and responsible pricing from vendors.
13. Ability to draw basic custom details and convey layout through technical drawing.
14. Prepare client order of all pre-engineered building components and/or related materials, being sure to capture and include all specific direction and special instructions for vendor. (e.g. Butler)
15. Assist with warranty claims, providing a clear assessment and alternative approaches to correcting the problem if necessary, delivering a timely and empathetic response to client warranty issues.
16. Setup customer account.
17. Lead collections efforts of Parts claim resolutions and accounts over net 30 days.
18. Maintain and complete all assigned project documentation ensuring documentation is thorough, up to date and accurate.
19. Submit appropriate reports, timely, clearly and accurately.
20. Respond to communications and inquiries in a timely, professional fashion.
21. Develop and maintain positive relationships with clients, contractors and design team to facilitate construction activities and provide opportunities for future projects.

Qualifications/Competencies (Knowledge, Skills, Abilities)

- Proficient with Microsoft Office suite, including Word, Excel and Outlook
- Proficient with software to view, create, manipulate PDFs (e.g., Adobe Acrobat, BlueBeam)
- Experience with industry specific software and technology (e.g., BIM, Microsoft Project, etc.)
- Proficient in reading and interpreting documents such as construction plans, safety rules and procedure manuals
- Demonstrate sound judgment to make recommendations that affect profitability and quality of project
- Ability to work independently and make significant, effective decisions
- Strong negotiation skills to resolve project conditions with contractors, design team and/or client
- Strong verbal communication skills with the ability to effectively present information one-on-one and speak in front of groups
- Strong written communication skills with the ability to write routine reports and business correspondence
- Ability to identify and resolve problems in a timely manner, developing solutions when possible
- Commitment to superior customer service, responding promptly to the clients' needs and meeting commitments
- Open to direction and feedback, listens and seeks clarification
- Display original thinking and creativity and generate suggestions for improving quality of work
- Exceptional multi-tasking skills and ability to remain poised and professional under pressure
- Team-oriented with the ability to positively interact with internal and external team members

Required Education and Experience

- Bachelor's/ Associate's Degree in related field, or equivalent combination of education, training, and experience
- Advanced knowledge of construction industry, pre-engineered systems, construction design and construction management

EDiS offers a competitive benefits and compensation package:

- Health & Dental Plan
- Group Life Insurance
- Group Long Term Disability Insurance
- Group Long Term Care Insurance
- Short Term Disability
- Vacation
- Personal Time
- Paid Holidays
- 401K Plan
- Education Assistance

Equal Employment Opportunity Policy

It is the policy and practice at EDiS Company to make all employment decisions, including hiring, based on individual performance, qualifications, and abilities in order to give equal employment and advancement opportunities to all people. EDiS does not discriminate in employment opportunities or practices on the basis of a person's race, religion, color, sex, pregnancy, marital status, sexual orientation, age, national origin, disability, genetic information, or in any other basis that would be in violation of applicable federal, state or local law.

If you meet the above requirements, we look forward to reviewing your resume and qualifications. Please submit your resume to Beth Press, Director of People Development at bpress@ediscompany.com