



Job Description

Position: Counter Sales Representative

Reporting: Reports directly to the Customer Service Supervisor

Purpose: To support Barnsco customer base as well as the outside sales representatives

Duties and Responsibilities:

- Take orders by phone/face to face from salespersons or customers and ensure its timely delivery
- Handle and generate sales with existing accounts
- Become familiar with all product lines
- Establish and maintain relationships with customers and suppliers
- Maintain open orders daily
- Keep showroom clean and organized
- Recommend additional products needed for the job
- Work closely with other departments to ensure accuracy and predictability
- Handle and generate returns
- Input fabrication orders
- Handle and generate special orders as needed by customers
- Perform cycle counts as needed and provide to CSS
- Perform other duties as required by Customer Service Supervisor

Required Education & Experience:

- High School Diploma/GED required
- Well organized
- Proficient in Microsoft Office Suite especially Excel and Outlook
- 1-3 years of experience in sales (Preferred)
- Strong communicator – both in person and on the phone
- Good with time management
- Strong problem solver
- Bilingual – English/Spanish (Preferred)

About Barnsco:

Barnsco Texas, a member of the Kodiak Building Partners family, has been serving the concrete construction markets in Texas since 1984. We are a Texas-based company that offers rebar

fabrication, full service post-tension, concrete construction supplies, and engineering services. Additionally, we provide equipment sales, rentals, and maintenance services.

At Barnsco Texas, our core values are at the heart of everything we do. We provide a unique environment that encourages individual growth and recognizes individual performance and hard work. Our management team is visible and accessible, ensuring effective communication. If you are seeking growth opportunities in a stable company, look no further than Barnsco Texas.

Please note that this job description does not imply that the listed duties are the only responsibilities of the employee(s) in this position. Employees will be expected to follow any other job-related instructions and perform any additional job-related duties as assigned by authorized personnel.

Barnsco Texas is an equal opportunity employer. We consider all candidates for employment, regardless of their race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.