



CURRENT OPENING

Will Call

Location: Orem, Utah

Posting Date:
Reports to: Sales Manager
FLSA Status: Hourly
Close Date:

Looking for a job with stable hours, great benefits, and long-term security? Join our fantastic team!

We offer a work environment that values safety and team input, and provides opportunities to gain skills and grow your career.

ABOUT THE JOB

Will Call position is a professional position. This person will assist key areas of our Operation, namely: Sales and Dispatch. They are asked to perform tasks and/or The duties performed in each of these areas are designed to assist each operation perform more efficiently

ESSENTIAL FUNCTIONS & MAJOR RESPONSIBILITIES

- Primary contact for walk-in customers.
- Primary contact for product returns. A visual inspection of returned product is required before a credit is finalized through the approval system.
- Answer sales calls when sales team is busy and /or occupied. In addition, this person will be the primary contact for general knowledge about our products including pricing questions,
- Primary contact for Secondary Suppliers supporting Contractors, such as Mountainland, Vernal Winnelson, Peterson Plumbing, etc.
- Assist with plan take offs, estimating and preparing quotes when asked by the sales team
- Track and maintain acceptable levels of inventory of stock resale items, which include but not limited to: gaskets, boots, snouts, fabric, steps, grout, cast iron, mastic, as needed for Sales.
- Create purchase orders as needed to support Sales, Dispatch and /or the Plant Manager

Dispatch

- Assist the Dispatcher as needed.
- Be the backup to the Dispatch position during periods of vacation or illness

- Assist in the invoicing of delivery tickets.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of all Geneva Pipe products.
- Familiarity with Geneva Pipe production methods and production capabilities.
- Understanding of specific plant capabilities.
- Customer oriented with ability to relate with customers in a calm, professional manner.
- Detail oriented.
- Excellent verbal and written communication skills.
- Be able to multi-task.
- Use basic math skills.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Project timelines and work volume / deadlines may often require working outside of standard office hours, weekend, or evening work.

Regular, reliable and predictable attendance is necessary in order to perform the essential functions of this position

Physical Activity

Over 2/3 of the time:

- Talking: Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.
- Communicating: Expressing or exchanging ideas and information accurately, in written or diagram form.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.

Up to 2/3 of the time:

- Repetitive Motions: Making substantial movements (motions) of the wrists, hands, and/or fingers such as doing paperwork during walk in process

Less than 1/3 of the time:

- Standing/Sit: Remain upright in a stationary position, particularly for sustained periods
- Walking: Moving about to accomplish tasks, particularly for long distances or moving from one work site to another
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward downward or outward
- Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

- Lifting: Raising object from a lower to a higher position or moving objects horizontally from position to position (this factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles)
- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling to do necessary paperwork during walkin process.

Physical Requirements

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Visual Acuity

The worker is required to have visual acuity to perform an activity such as: Preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection) using measurement devices, and/or assembly or fabrication of parts at distances close to the eye.

Vision Requirements:

Over 2/3 of the time:

- The worker is required to have close vision (clear vision at 20 inches or less)
- The worker is required to have distance vision (clear vision at 20 feet or more)

Less than 1/3 of the time:

- The worker is required to have color vision (ability to identify and distinguish colors)
- The worker is required to have peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- The worker is required to have depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- The worker is required to have the ability to adjust visual focus (ability to adjust the eye to bring an object into sharp focus)

Weather Condition

Over 2/3 of the time

- The worker is subject to inside environmental conditions: protections from weather conditions but not necessarily from temperature changes

Less than 1/3 of the time:

- The worker is subject to outside environmental conditions: No effective protection from weather.
- The worker is subject to both environmental condition: activities occur inside and outside
- The worker is subject to extreme cold: Temperatures typically below 32 degrees for periods of more than one hour. (Consideration should be given to the effect of other environmental conditions such as wind and humidity.)
- The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. (Consideration should be given to the effect of other environmental conditions such as wind and humidity.)

- The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level
- The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals
- The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system of the skin: Fumes, odors, dusts, mists, gases or poor ventilation

Noise Levels:

Over 2/3 of the time

- Moderate noise (examples: business office with computers and printers, light traffic)

Less than 1/3 of the time:

- Loud noise (examples: metal can manufacturing department, large earth-moving equipment)

Supervision Received:

Supervision: The incumbent performs a variety of routine work within established policies and procedures and receives detailed instructions on new projects and assignments

Full list of anticipated physical demands for this position and detail on our work environment is available on our application portal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY

Sound like the job for you? [Click here](#) to apply online.

Our organization maintains a drug-free workplace. Except where prohibited by state law, all offers of employment are conditioned upon successful passing of a drug test and background check.

Northwest Pipe Company is committed to equal employment opportunity and affirmative action. Minorities, females, veterans, and individuals with disabilities are encouraged to apply.

Northwest Pipe Company reserves the right to close the position, with or without notice, if a qualified candidate is identified prior to the close date.

