

# **Job Description:**

## **Sales/Customer Service Position**

**Location: Brooklyn, NY**



### **Summary**

475 is a rapidly growing North American company which distributes and consults on high performance building components. 475 is focused on transforming the North American construction market toward low-energy, high-performance building design. We are hiring an entry position for sales/customer service. Successful candidates should be motivated, ambitious, and confident about the opportunity to grow the use of high-performance building practices in their region, while enthusiastic about helping 475 grow our company, brand, and influence.

### **Responsibilities**

- Answering client inquiries via email, phone, and live chat.
- Promote the company's products/services addressing or predicting clients' objectives.
- Handling administrative duties for the company and its executives and management teams.
- Offering technical product specifications and basic technical support to clients.
- Listening to customers' needs and advising them on the best products to buy.
- Collaborating with the sales, technical, or operations departments of the company to deliver materials and service to our clients.
- Create quotations and estimates, and process orders.
- Prepare and ship mailings with samples, catalogs, data sheets and related information.
- Aid with miscellaneous administrative tasks.

### **Desired Qualities**

- A degree in one of the following disciplines: architecture, construction, engineering, business development, sales or logistics.
- Strong interest in sustainable construction and high-performance, low-energy building practices, especially Passive House design and construction.
- Experience with Microsoft Office, Gmail, Dropbox, and Salesforce preferred.
- Proactive with a strong work ethic.
- Ability to work well both independently and as a member of a team.

### **Additional Skills**

- Other beneficial programs include AutoCad, Revit, WUFI, PHPP, Flixo, Adobe Suite.
- Passive House certification (Designer, Consultant, Tradesperson or Builder) a plus.
- Proficiency in German, Spanish or French.

Abundant career growth opportunities. Transportation, training, 401k and health insurance benefits offered. Annual compensation \$50,000-\$80,000 dependent on experience. This position is based at our headquarters in Brooklyn, NY. Send résumé and cover letter to [aaron@foursevenfive.com](mailto:aaron@foursevenfive.com); subject: "Sales/Customer Service Position"