



Job Title: Inside Sales / Yard Picker

Location: Saco, ME

Position Type: Full-Time, Hourly

Job Summary:

We're looking for a reliable, customer-focused Inside Sales/Yard Associate to join our Topsham team. This role is a dynamic mix of sales support, customer service, and yard work—perfect for someone who enjoys variety in their day and takes pride in helping customers find the right products for their projects.

Key Responsibilities:

- Develop and maintain long-lasting business relationships with new and existing Mason and Landscape Contractors and Retail Customers through excellent customer service.
- Assist customers with product inquiries in person, by phone, and by email.
- Enter orders and process sales.
- Develop the retail space to its fullest potential and create displays that draw customers.
- Provide coverage for the Store Manager as needed.
- Receiving: verify incoming materials match the purchase order and forward the appropriate paperwork to corporate.
- Assist customers in loading and unloading products as needed.
- Accurately count and cross-check deliveries and receiving against shipping manifests, sales orders, and other paperwork.
- Must follow directions well and be a team player.
- Assist with other duties as needed.

Qualifications and Requirements:

- High school diploma or equivalent.
- Excellent Customer Service Skills.
- Knowledge of landscaping and masonry products is preferred.



- Good communication skills and a positive, proactive approach to people.
- Ability to use a computer and Microsoft Office applications.
- Ability to organize, prioritize and manage multiple responsibilities, with attention to detail.
- Strong work ethic – reliable, positive attitude, self-starter.
- Candidates must be able to pass a pre-employment drug screen.
- Forklift experience preferred.

PHYSICAL REQUIREMENTS:

- Knowledge of landscaping and masonry products is preferred.
- At least one year of customer service experience.
- Demonstrated customer service skills.

What We Offer:

- Competitive hourly wage
- A supportive, team-oriented work environment
- Opportunities for growth and advancement within the company

COMPENSATION AND BENEFITS

- Competitive wage, dependent on experience. Excellent benefit package, including: employee health insurance (company pays 50% of the premium), dependent health insurance coverage (company pays 50+% of the premium), dental, STD, Life and AD&D insurance available, paid parental leave, paid holidays and PTO, 401(k) retirement program with 4% company match, and: wellness, boot, and tuition reimbursement.