Reception and Sales Support, Lakeland Concrete, Lima
Full-time. $19-$23 per hour
For full job description and how to applying visit:
https://recruiting.paylocity.com/Recruiting/Jobs/Details/3437796

Position Summary: The Reception and Sales Support serves as the first point of contact for Lakelands Concrete Products, Inc., ensuring a welcoming and professional experience for all customers and visitors. In addition to managing daily office communications and administrative tasks, this role provides critical support to the Sales Manager and sales team. Responsibilities include customer service, document handling, compliance tracking, and general office coordination.

Key Responsibilities:
Front Desk & Communication: Answer and route phone calls to appropriate team members professionally and efficiently. Greet and assist customer walk-ins and coordinate product pickups. Manage and disseminate emails from the shared Sales inbox. Receive and distribute incoming mail, deliveries, and handle outbound mailing needs.
Sales & Customer Support: Provide administrative assistance to the Sales Manager and sales team. Follow up with customers on quotes as requested by the sales team. Support the creation and scheduling of social media and marketing posts. Perform data entry and maintain sales-related records and logs. Assist with MWBE utilization tracking and documentation.
Administrative & Office Coordination: Maintain office supply inventory and place timely orders. File documentation for Accounts Payable (AP), Accounts Receivable (AR), Cash Receipts (CR), and Sales. Run office errands such as trips to the post office or supply pickup
Operations Support & Compliance Tracking: ^Track and log Valley Fuel prices. Maintain and organize Driver Vehicle Inspection Reports (DVIR). Collect, file, and track daily equipment and crane inspection sheets. Maintain maintenance log and monitor timely completion.
Internal Communication: Coordinate the development and distribution of the monthly employee newsletter

Qualifications: High school diploma or equivalent required; associate degree preferred. 2+ years of experience in reception, office administration, or sales support. Excellent communication and customer service skills. Organized and detail-oriented with strong time management abilities. Proficient in Microsoft Office (Excel, Outlook, Word). Valid driver's license and ability to complete local errands
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Woodshop Carpenter, Lakeland Concrete, Lima
For full job description and how to applying visit:
https://recruiting.paylocity.com/Recruiting/Jobs/Details/3290416

Salary: $18 - $25 per hour
Full-Time. Monday through Friday, 7:00 a.m. to 3:30 p.m. Some overtime may be required.

SUMMARY: The Woodshop Carpenter position uses building blueprints and diagrams to determine the proper dimensions, shape and design of a form structure. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS: Uses precise measurements to cut and assemble boards, timbers or plywood to the necessary size to build a wooden form. Must be organized to plan the sequence of work from start to finish. Set up, operate, and tend drill presses, lathes, shapers, routers, sanders, planers, and wood-nailing machines. Cut, shape, and smooth wooden parts. Verify dimensions using caliper or rule. Daily clean-up of work area. All other duties as assigned.

KNOWLEDGE/SKILLS/EDUCATION: Minimum of 3 years as a form carpenter in the concrete industry. Must have good basic carpentry skills to perform job effectively. Have a good eye for detail and be able to check that the work is level, plumb and square. Able to read and understand blueprints and diagrams. Must have a high school diploma or general education degree (GED).

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Sales Estimator, Lakeland Concrete, Lima

For full job description and how to applying visit:
https://recruiting.paylocity.com/Recruiting/Jobs/Details/3382933

Salary Range: $60-70k (Based on experience)

Position Summary: The Sales Estimator reports directly to the Sales Manager for Lakelands Concrete Products, Inc. This role involves coordinating, developing cost estimates, and managing new projects within the commercial, civil, and public markets. The position focuses on developing new relationships and maintaining existing ones with General Contractors and Subcontractors in these sectors. Additionally, the role supports the development of short- and long-term strategies to increase volume and profitability.

Duties: Drive business for Lakelands' product lines to new and existing clients. Utilize industry bid platforms to create cost estimates and proposals for new projects. Conduct regular follow-ups with clients on all projects. Negotiate price points for proposed projects. Perform sales project management duties for all active projects. Manage the status of pipeline projects. Ensure project scope aligns with schedules and specifications. Conduct regular phone and email communications regarding projects. Maintain project files in an accessible and organized manner. Advise the Sales Manager on project-related issues impacting costs. Collaborate with internal Engineering, Plant, and Operations departments. Assist in analyzing trends within various construction markets to increase sales.

Required Education and Experience: Minimum of two years of experience in the construction industry or equivalent education in a technical field. High school diploma or GED equivalent. Ability to read and interpret contract drawings and specifications. Excellent communication and interpersonal skills, both written and verbal. Strong organizational skills with a collaborative approach to record maintenance. Proficiency in Microsoft Office software (Word, Excel, Outlook).

Preferred Education and Experience: A two- or four-year degree in a construction or engineering-related field. Previous experience in creating cost estimates, proposals, or account management within the construction industry. Knowledge of building construction and materials related to the commercial and civil construction sectors.

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