

Inside Sales Associate

St. Charles, IL · Full-Time

Inside Sales Job description

- Order entry, paying close attention to details.
- Responsible for addressing customer inquiries about company products and services via phone and email.
- Providing all necessary follow-up to completely address the customer's requests and or/inquiries.
- Working with production and quality departments to expedite customer orders.
- Communicating with all departments to solve customer issues.
- Responsible for calling and scheduling shipments with assigned freight carriers.
- Additional office tasks as assigned.

Job Requirements

- Strong written and oral communication skills.
- Previous sales & customer account representative experience in an office setting required.
- Computer experience with all Microsoft Applications.
- Strong organizational skills.
- Ability to work independently and as a team.
- Attention to detail for accuracy.
- Fastener knowledge is helpful but not required.

Benefits

- Health/Dental/Vision
- 401K
- Vacation Pay
- Holiday Pay

Inside Sales Associate Benefits

- Job Type: Full-time
- Paid time off, Vacation.
- Health, Dental, Vision, Life Insurance.
- 401K