



INDUSTRIAL SALES COMPANY
LANDSCAPE DIVISION
ACCOUNT/SALES ASSISTANT

POSITION LOCATION:

Olathe, Kansas Corporate Facility

COMPANY OVERVIEW:

Industrial Sales Company is a 49-year established Kansas based distributor of pipe, valves, fittings, and equipment focused on servicing the needs of the Commercial, Industrial, Institutional, Municipal, Residential and Utility industries. We offer a competitive compensation and benefits package and are an equal opportunity employer. Background and driving record checks are performed prior to hiring for all positions. Visit our website at www.industrialsales.us to learn more.

DESCRIPTION:

We are seeking a self-motivated, reliable, and energetic professional to join our fast-paced Landscape Division Sales Team to boost sales and profitability by providing exceptional customer service and support. Responsibilities will include working to support in-house sales activities and will include independent sales efforts with new and existing customers.

RESPONSIBILITIES:

- Collaborate with the Sales Team and Warehouse Staff to prepare, stage and maintain orders for customer pickup or delivery when required.
- Assist the Sales Team with reviewing, processing, and managing product orders and backorders.
- Utilize all Departments to gain product, technical knowledge, and Divisional sales/order processes.
- Assist the Purchasing/Sales Departments with inventory stock level notifications and recommendations.
- Provide "hot shot" deliveries for time sensitive orders.
- Monitor the Landscape Division rental inventory including landscape lighting demonstration kits and wire locating equipment.

QUALIFICATIONS:

- A minimum of one year of landscape/irrigation contracting or warehouse experience.
- Ability to utilize Microsoft Office applications and computer software (Outlook, Excel, Word and PowerPoint).
- Excellent interpersonal communication skills, both verbal and written.
- Ability to comprehend, communicate and assist in problem solving applications.
- Capable of multitasking and finalizing processes in a timely fashion.
- Ability to work independently and with staff as a team player.
- A high level of attention to detail.
- Willingness to go above and beyond in service to our customers.

***** The above listed responsibilities and qualifications are guidelines and are not intended to be all-inclusive. Management reserves the right to add, delete, and/or modify without written or prior notification. *****

If you are a proactive individual interested in joining a well-established company, **and** if you are an individual who knows how to provide *service that makes a difference*, then please submit your resume, references, and compensation requirements by email iscresume@industrialsales.us, by fax to (913) 829-3515 or by mail to:

Industrial Sales Company, Inc.
Attn: Account/Sales Assistant, Landscape Division
1150 W. Marley Rd.
Olathe, KS 66061-7213

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