



INDUSTRIAL SALES COMPANY SALES/SERVICE REPRESENTATIVE

POSITION LOCATION:

Olathe, Kansas Corporate Facility

COMPANY OVERVIEW:

Industrial Sales Company is a 50-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 competitive compensation, an "employment incentive" and benefits package. We are an equal opportunity employer and perform background and driving record checks prior to hiring for all positions. Contact us to learn more about the position, our "employment incentive" and visit our website at www.industrialsales.us to learn about the Company.

DESCRIPTION:

We are seeking a full-time, minimum 40 hours per week, "on-site", self-motivated, reliable, and hard-working individual. This position entails various customer service requirements and supports the Sales Department daily and the Warehouse and Purchasing Departments when requested. Reports to the Sales/Service Departmental Management.

RESPONSIBILITIES:

- Answering of customer service calls and emails for product availability, quotation requests, warranties, and other general inquires
- Enter orders from the telephone, online, facsimiles and Sales Representatives
- Assist customers in product selection to fit project requirements
- Work with Purchasing and Warehouse Departments to ensure order placement and inventory controls are in place
- Review backorder product status with Purchasing and contact the Manufacturer as required
- Research product inquiries as presented and contact Manufacturers for pricing and availability
- Assist other Departments at the Managements request for pricing, invoicing and inventory support
- Conduct administrative assistance within the Department and other Departments as needed

QUALIFICATIONS:

- A minimum of one year inside sales/customer service experience
- Knowledge of piping and equipment within the ISC distribution industries is a major benefit
- Professional interaction abilities and service driven to meet the customer expectations
- Above average interpersonal communication skills, both verbal and written
- Ability to anticipate work needs and multi-tasking activities with a high level of attention to details
- Capable of working independently and in a fast-paced environment
- Proficiency in all Microsoft Office applications and other related computer software
- Punctual, dependable, and self-driven

If you have a strong work ethic, are committed to succeed, and are interested in joining a well-established company, then submit your resume, references, and compensation requirements by email to iscresume@industrialsales.us, by fax at (913) 829-3515 or by mail to:

Industrial Sales Company, Inc.
Attn: Sales/Service Representative
1150 W. Marley Rd.
Olathe, KS 66061-7213

EOE