



## INDUSTRIAL SALES COMPANY LANDSCAPE DIVISION ACCOUNT / SALES ASSISTANT

### **POSITION LOCATION:**

Olathe, Kansas Corporate Facility

### **COMPANY OVERVIEW:**

Industrial Sales Company is a 48-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](http://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.
- Provide "hot shot" deliveries for time sensitive orders.
- Assist the Sales Team with reviewing, processing, and managing product orders and backorders.
- Implement and develop a Territory Sales route to include existing Customers, new Customer acquisitions and product deliveries.
- Assist the Inventory Management Team with stock level notifications and recommendations.
- Oversee Landscape Division rental fleet products including landscape lighting demonstration kits and wire locating equipment.
- Inventory management of our steel fence product line.

### **QUALIFICATIONS:**

- A minimum of three years of landscape/irrigation contracting or warehouse experience.
- Ability to utilize Microsoft office applications and computer software (Outlook, Excel, Word and PowerPoint).
- Good verbal/written communication skills.
- 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](mailto:iscresume@industrialsales.us), by fax to (913) 829-3515 or by mail to:

Industrial Sales Company, Inc.  
Attn: Account / Sales Assistant, Landscape Division  
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