INDUSTRIAL SALES

SALES/SERVICE REPRESENTATIVE

POSITION LOCATION:
Omaha, Nebraska, Branch Facility

COMPANY OVERVIEW:
As part of the Winsupply Family of Companies, Industrial Sales is a well-established distributor of pipe, valves, fittings, and equipment. Our focus is on servicing the distribution needs of the Commercial, Industrial, Institutional, Municipal, Residential, and Utility industries.

We offer competitive compensation and benefits packages and are an equal opportunity employer. Background, driving record checks, and drug screening are performed before hiring for all positions. Visit www.industrialsales.us to learn more.

DESCRIPTION:
We are seeking a full-time, 40 hours per week, "on-site", self-motivated, reliable, and detail-oriented 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 customer service calls and emails for product availability, quotation requests, warranties, and other general inquiries
- Order entry from the telephone, online, facsimiles, and Sales Representatives
- Assist customers in product selection to fit construction project requirements
- Work with Purchasing and Warehouse Departments to ensure order placement and inventory controls are in place
- Reviewing of "backorder" product status with Purchasing and contacting the Manufacturer as required
- Research product inquiries as presented and contact Manufacturers for pricing and availability
- Assist other Departments at the Management's request for pricing, invoicing, and inventory support
- Conduct administrative assistance within the Department and other Departments as needed

QUALIFICATIONS:
- A minimum of one year of inside sales/customer service or related experience required
- Knowledge of piping, valves, fittings, and equipment within various construction industries is a 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 multitasking activities with a high level of attention to detail
- 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 rburns@industrialsales.us, by fax at (402) 896-5705 or by mail to:

Industrial Sales
Attn: Sales/Service Representative
14503 Prairie Corners Rd.
Omaha, NE 68138

EOE