

INSIDE SALES REPRESENTATIVE JOB DESCRIPTION

JOB TITLE: Inside Sales Representative

REPORTS TO: Store Manager

RESPONSIBILITIES:

- Work with customers in a polite, courteous, friendly, and professional manner.
- Attempt to sell add on products such as sealers, fabric, and tools as often as possible.
- Timely and accurate processing of invoices, order, and returns.
- Maintain an accurate cash drawer with no overage and shortage at the end of each shift.
- Keep all product and literature bins full to maintain an appearance of a well-stocked inventory.
- Maintain an organized clean work area around each work station making sure that at the beginning of each shift you have a full supply of pens, paper, yard slips, and return authorizations to complete each shift.
- Keep the scale and show room areas clean by vacuuming, sweeping, and dusting, as needed.
- Responsible for assisting customers with all their shopping needs including in the selection of various stone and landscape materials.
- Process checkout and or return transactions.
- Acquire product knowledge through trainings and hands on experience to build a solid knowledgeable background to provide customers with the exemplary service our company stands behind.

QUALIFICATIONS:

- Must be computer literate, have mathematical ability, excellent customer and communication skills.
- Landscaping or masonry knowledge a plus but not required – will train.

SCHEDULE

- Saturday and some Sundays are required, no nights.

BENEFITS

- Medical, dental, and short-term disability, 401K contribution with match available for full-time employees after probationary waiting period