

Position Title: Inside Sales/Counterperson/Warehouse/"Jack of all Trades"

Location: Houston, TX

Duration: full-time

Position Summary:

- Inside Sales for all product lines at new Houston, TX branch.
- Willing to help to start up our new location in Houston and fill in positions in various departments as we hire more individuals which includes but is not limited to: operating a forklift, picking/shipping customer orders, receiving inventory, inventory counting, purchase orders, moving around inventory, or staging inventory.
- Sells and promotes Georgia Underground's product lines to existing and prospective customers through a relationship-based approach.
- Contacts and assists new and existing customers to discuss and select the best products suited to their needs and to explain how specific products and services can meet their needs.
- Answer the phone lines and assist customers through the phone as well as on the show floor.
- Answer customers' questions about prices, availability, and product uses.
- Receives requests by telephone or email for price quotations/verifications, purchase orders, government bids, and changes or cancellations directly from customers.
- Produces sales quotes, sales orders, and invoices for customers.
- Responds in timely manners to customers' inquiries/information needs and provides positive, courteous service to customers, answers questions regarding product line, prices, delivery times, warranty periods, and customer service.
- Utilizes customer service to send product literature, catalogs, references, and other data to customer as needed.
- Works with vendors to secure availability of products, quotes, lead times, and product questions.
- Target new and existing accounts within the Utility Construction sectors for new business.
- Attend & greet any walk-in customers that need assistance.
- Provides support, assistance, and communication to the other three branches.
- Reports to Branch Manager and General Manager.

Requirements

- Willing to help to start up our new location in Houston and temporarily fill in certain positions or job duties throughout multiple departments until we hire more individuals.
- Must pass a background check.
- Successful record of sales experience or familiarity with the sales process.
- Proficient with computers and capable of learning new systems such as Microsoft Office, Sage 100, and CRM
- Ability to work successfully in a team environment as well as independently.
- Ability to adapt and learn new products, procedures, or practices within the organization.

Helpful Skills and Experience

- Strong ability to take initiative and confidently direct customer interactions.
- Prior Customer Support
- Excellent verbal and written communications skills with direct customer contact.