

## Inside Sales Representative (Shingle Springs, CA)

To Apply Send resume to: [jobs@goldensierra.com](mailto:jobs@goldensierra.com)

Shred City, Shingle Springs, CA 95682

\$14 - \$15 an hour

Apply Now **Urgently hiring**

Shred City is a local small business servicing Northern California and is growing rapidly with much room for growth. We are looking for a talented, energetic, professional and competitive Inside Sales Representative that thrives in a quick sales cycle environment with strong communication skills. An inside sales rep will play a fundamental role in achieving our ambitious customer acquisition and revenue growth objectives. You must be comfortable making calls to existing and new clients along with closing sales. We can train you on the services and industry.

### Required Qualifications:

- Must possess excellent phone skills
- Previous cold calling/telemarketing and sales experience is a plus
- Strong communications skills (written & verbal)
- Proficient with MS Office (Word, Excel and PowerPoint) and client database
- Work shift is from Monday through Friday during business hours
- Ability to multitask, prioritize and manage time effectively
- Prefer Energetic/Positive phone personality to answer calls daily

### Compensation:

This is a full-time position and would begin immediately. Starting wages based on experience and proven sales achievements. Eligible for bonus and commission.

If you meet the above requirements, please email your resume.

Job Type: Full-time

Pay: \$14.00 - \$15.00 per hour

Experience:

- inside sales: 1 year (Preferred)

Education:

- High school or equivalent (Preferred)

Language:

- english (Required)

Additional Compensation:

- Commission

Work Location:

- One location

Paid Training:

- Yes

Management:

- Store Manager
- Ops Manager

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- High stress tolerance -- thrives in a high-pressure environment

Schedule:

- Monday to Friday
- Day shift
- 8 hour shift

Company's website:

- [www.shredcityca.com](http://www.shredcityca.com)

Work Remotely:

- No

## Full Time – Receptionist and Sales Assistant

Shred City

Shingle Springs, CA 95682

\$13 - \$14 an hour

Apply Now **Urgently hiring**

We are a rapidly growing, local paper shredding company servicing commercial and residential clients, all over Northern California. We are a family owned, certified small business dedicated in protecting our community from identity theft located in Shingle Springs, CA.

We are looking for an energetic, friendly, flexible, professional sales associate who has strong communication skills and can work well in a fast-paced environment. This exciting position would be responsible for several duties as a sales support role in the store for the whole team.

### Required Qualifications:

- Must possess strong customer service and phone skills
- Ability to lift up to 40lbs and help client with boxes/bags for curbside shredding
- Strong communications skills (written & verbal) and basic math skills is a must
- Proficient with MS Office (Word, Excel and PowerPoint) and Google email/products; ability to send emails, complete work orders with legible handwriting and follow process as needed
- Motivated to be part of a successful team and achieve monthly goals together
- Ability to organize and plan time effectively
- Work shift is 8-5 from Monday through Friday; approximately 30-40 hours per week
- Able to pass a pre-employment substance abuse screening and a background check

### Compensation:

This is a full-time position and would begin immediately. Starting wages start at \$13.00- \$14.00 per hour (depending on experience). Eligible for bonus and commission.

If you meet the above requirements, please email your resume.

Job Type: Full-time

Pay: \$13.00 - \$14.00 per hour

COVID-19 considerations:

We have a small office environment and only take curbside shredding during this time. Employees should follow all safety guidelines in place to maintain a healthy environment.

Experience:

- Customer Service: 2 years (Preferred)

Education:

- High school or equivalent (Required)

Application Question:

- How many years of computer experience do you have?

Additional Compensation:

- Commission
- Bonuses

This Job Is Ideal for Someone Who Is:

- People-oriented -- enjoys interacting with people and working on group projects

- Detail-oriented -- would rather focus on the details of work than the bigger picture

- High stress tolerance -- thrives in a high-pressure environment

Schedule:

- Monday to Friday
- Day shift
- 8 hour shift

Company's website:

- [www.shredcityca.com](http://www.shredcityca.com)

Work Remotely:

- No

- Today report job

