



PACIFIC COAST SUPPLY, LLC

INSIDE SALES REP JOB POSTING

(Key words: inside sales, business to business sales)

Pacific Supply is a distributor of building products with over 40 locations throughout the Western United States and has been serving the needs of the construction industry and the communities since 1953. We are looking for entry level candidates for our Service Representative position. Previous experience in the building industry is preferred but not required.

Pacific Supply recognizes that employees are their most valuable resource and an integral part of their success. Their goal is to attract and retain the highest quality candidates. Pacific Supply encourages the development of their employees and believes it is necessary for the growth and success of the company.

Under the direction of the Branch Manager, candidates will be responsible for assisting customers with order related transactions and inquiries. Essential duties and responsibilities include but are not limited to the following:

- Acknowledges and assists all customers in a courteous and friendly manner.
- Input orders accurately into the computer system and operate the cash register to finalize transactions.
- Shares Saturday opening of store on rotating basis.

Job Requirements:

- Minimum of 6 months experience in a customer service position.
- Excellent telephone etiquette.
- Excellent customer service skills.
- Excellent verbal and written communication skills.

Benefits:

We offer competitive compensation and a strong benefits package including medical, dental, vision, 401(k), profit sharing, flexible spending accounts, vacation and sick pay, life insurance and wellness programs.

We are an equal opportunity employer and promote a drug free workplace.

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