



<b>Job title</b>	<i>Inside Sales Support</i>
<b>Reports to</b>	<i>Sales Director</i>

### **Job description**

AAkron Rule is a rapidly growing manufacturer and supplier of advertising specialty products with over 50 years of experience in the promotional products industry and we want you! We are looking for enthusiastic individuals who have a love for customer service and excel at going above and beyond for clients. We offer a competitive rate, benefits, and a friendly atmosphere! Build your career with an organization that is a leader in the advertising specialty products and apply today.

### **In this role, you'll get to:**

- Help customers select products based on the customers' needs, product specifications, and interests.
- Respond to customers' requests for pricing, availability, and product uses and creative ideas, and samples.
- Assist with quote preparations according to bid specifications.
- Coordinate order flow with production and secure best ship method to meet customer due dates.
- Providing effective and timely correspondences through emails and calls to customers.
- Collaborate with internal teams to ensure that customer expectations are exceeded.
- Keep records of customer interactions, record details of inquiries, or comments, as well as actions taken (document them in tracking notes).
- Other duties as assigned

### **We are looking for people who:**

- High School Diploma or equivalent
- 1-3 years of Customer Service/Sales experience
- Knowledge of Microsoft Word, Outlook and Excel.
- Must be able to communicate with customers while sounding clear and professional.
- Ability to multitask.

Please submit pay rate requirements with your resume to [careers@aakronline.com](mailto:careers@aakronline.com).