
Inside Sales & Service Representative Job Description

Position available is Full Time, Monday through Friday, 8:30-5. If you are a dependable, well organized, fast paced, multitasker with great communication skills who is seeking long term employment, join our team today. Please email your letter of interest, resume, salary history and references. This position is at our Williamsburg, VA office.

Job Responsibilities include but are not limited to the following:

- Answering phone
- Assisting customers
- Taking customer orders via email, phone, fax or in person and entering the information quickly and accurately
- Purchasing products via online, phone or fax
- Proactively pursue sales opportunities through relationship building.
- Successfully identify and qualify new business opportunities.
- Contribute to overall company sales objectives by acquiring new businesses and servicing existing customers
- Compile product quotes and follow up with customers in a timely manner to secure the sale
- Market promotions and new campaigns to existing customers via email, fax, various social media avenues, etc.
- Evolving product and industry knowledge.
- Assist production staff as assigned
- Shipping and receiving of goods as assigned
- Observe safety rules and regulations
- Other tasks as assigned by General Manager
- Professionally represent the company at internal and external business networking functions
- Long term and short term projects as assigned by General Manager

Qualifications:

- Very strong organizational and very fast paced, multitasking skills
- Very strong attention to detail
- Accounting background preferred but not required
- Self motivated, growth oriented and goal driven
- Ability to effectively communicate
- Excellent written and verbal skills with comprehensive knowledge of grammar, composition, and spelling
- Very strong computer skills to include accurate data entry skills with the ability to quickly learn new software. (Microsoft Office software including Word, Excel and Outlook required and Power Point and graphic software such as Corel, Photoshop or Adobe Illustrator, preferred.)

- Social Media marketing experience such as Facebook, Instagram, Pinterest, Twitter, Tumblr, Google Ads and Hootsuite preferred but not required
- Maintain complete and accurate records and files
- Ability to quickly and accurately assess, analyze, prioritize and organize changing order information from a variety of staff functions
- Ability to effectively communicate/present information and ideas in written and verbal format to customers in person or via telephone, email, social media, etc.
- Previous experience in a corporate sales and/or administrative office setting preferred.
- Position requires the individual to be ready to start work on-time every day
- Reliable transportation as must
- Inside or outside sales experience in the promotional products, advertising and apparel industries is preferred but not required

Salary based on experience: \$15-20 per hr

Benefits: Paid holidays at 90 days, 5 days paid vacation at 1 yr, Simple IRA plan