

# NEW ENGLAND BUILDING SUPPLY

**Job Title:** Inside Sales Representative

**Reports To:** Store Manager

**Location:** Dorchester, MA

**Status:** Exempt

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## POSITION SUMMARY:

The Inside Sales Representative will solicit and provide customer service by processing sales at the sales counter, over the telephone, email or through faxed in orders.

## MAJOR RESPONSIBILITIES:

- Generate sales opportunities
- Focus on the customer
- Process quotes, orders, purchase orders, etc., with a high level of accuracy
- Field incoming calls from customers
- Act as liaison with Shipping/Receiving and various vendors
- Communicate effectively with all internal staff and external contacts
- Work independently on delivering results expected for the position

## QUALIFICATION GUIDE:

**Education:** High school graduation or equivalent

**Experience:** Previous related work experience preferred – 1 year sales experience. Associates Degree may substitute for experience.

## KNOWLEDGE, SKILLS AND ABILITIES:

- SPRUCE
- PC– Basic computer skills including word and excel
- Telephone skills
- Attention to detail
- Customer focus and excellent communication skills
- Copier, Facsimile, Calculator