



Inside Sales Team-Member Position Description

Summary:

Country Building Company's Inside Sales Team-Member is responsible for building lasting relationships with new and existing customers. Understand and Demonstrate knowledge of products to be sold. Set and meet sales goals and objectives set by leadership. You will report to the Inside Sales Team-Leader

Responsibilities:

- Assist with handling customer service requests in the store and on the phone.
- Maintain accurate and up-to-date customer records.
- Process customer payments.
- Entry of Orders
- Customer Service
- Perform other duties as needed.

Qualifications:

- Proven experience in team leadership
- Familiarity with factory setting
- Strong attention to detail and accuracy
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Strong analytical and problem-solving skills
- Resonate with Country Building Company core values
- Access to reliable transportation

Classification and Compensation:

- Full time, non-exempt employee status
- Onsite: Shiloh, Ohio
- Health benefits including vision and dental
- Retirement plan eligible
- Profit Sharing may be available quarterly
- Reports to Inside Sales Team-Leader
- Salary Range: \$18-\$25 per hour