

Position Title: Wholesale Inside Sales

Reports To: Wholesale Sales Manager

Description and Objective

The primary responsibility of this position is to provide our customers with polite, prompt and professional service, within the values and mission of Paul B. Zimmerman Inc.

Essential Functions/Responsibilities

- Communicate and interact appropriately with customers and co-workers
 - Provide our customers with prompt and courteous service
 - Be polite, tactful, accommodating, and assuring
 - Have and develop the ability to be patient when confronted with a challenge
 - Ensure all commitments made to customers are met
- Process quotes, orders, and/or sales promptly and diligently
- Develop an in-depth knowledge of products & services
- Assist in other administrative and miscellaneous projects as needed

Key Results Areas

- The customer is provided with quality & dependable service
- A developing knowledge of PaulB merchandise and product availability
- A respectful, team-oriented work atmosphere

Qualifications, Experience and Competencies

- Ag, Mechanical, and Industrial experience
- Good people skills and phone skills
- Proven computer skills
- Basic math skills
- Good time-management
- Promptness
- Flexible, able to handle multiple projects simultaneously
- Positive attitude and teamwork perception
- Polite, tactful, & patient

Physical Requirements

- This position will consist mostly of sitting, using a phone & computer

By signing below, you indicate that you have read and understand the essential duties of this job as outlined above. Because this company maintains a team environment, you may be required to perform other duties as required or instructed.

Employee Printed Name

Employee Signed Name

Date