



# National Wholesale Supply, Inc.

## Job Description – Inside / Counter Sales

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### **Location**

Durant, Texas

### **Job Summary**

Maintain and assist customers calling and coming into the store.

### **Major Tasks, Responsibilities and Key Accountabilities**

- Answer incoming calls for both new and existing customers.
- Assist customer at the will-call counter.
- Write sales bids for new business.
- Pull products from the warehouse to fulfill orders.
- Work with customers to quickly resolve any customer service issues.
- Able to Identify customer product needs and coordinate quotation and delivery.

### **Work Environment**

- Requires intermittent periods during which continuous physical exertion is required, such as walking, standing, stooping, climbing, lifting and maneuvering material or equipment, which may be heavy.
- Typically in a comfortable environment, but with regular exposure to factors such as temperature extremes, moving machinery, loud noise, and fumes.

### **Qualifications**

- 1+ Years experience in related industrial sales field
- Eclipse ERP software experience a plus.
- Must be twenty one years of age
- Must pass the Drug Test
- Must pass the Background Check