



West Tech Equipment is seeking a Waterworks Inside Sales Associate in our Avondale, AZ location. In this full time, hourly position, work is typically performed between the hours of 7am and 3pm, Monday through Friday, but may vary on occasion according to business needs. As a Waterworks Inside Sales Associate, you will be responsible for writing orders, taking calls, preparing project bids, and providing overall customer service.

West Tech Equipment is a manufactures' rep & supplier of valves into the water/waterworks and industrial sectors.

Responsibilities:

- Serve as a primary facilitator for customer orders.
- Assist customers in a professional manner with product inquiries.
- Write (and occasionally assist to fill) orders accurately and in a timely manner.
- Generate customer quotations and follow up on quotes requested.
- Provide trouble-shooting and technical support.
- Work with other sales team members to resolve customer service issues in a timely manner
- Continue education on latest updates to products through manufacturer training videos, trade shows, etc.
- Perform other duties as assigned.

Requirements:

- A high school diploma or equivalent.
- Excellent relationship building skills.
- Outstanding interpersonal, customer service and communication skills across a variety of settings (in-person, phone, and email).
- Strong attention to detail, paired with the ability to multi-task.
- A knack for active listening to determine customer needs and maintain strong relationships.
- Superior problem solving, project management, and analytical skills.
- A high proficiency with computers.
- The ability to plan, prioritize and organize work effectively.

- The physical ability to frequently lift & load items weighing up to 60lbs.

Benefits:

- We are highly committed to your training and development, offering personal and professional development opportunities and unlimited growth potential.
- We offer competitive compensation packages based on your experience and potential.

Contact **West Tech Equipment** at 623-476-5600 or sales@wt-az.com.