



WE ARE HIRING!

INSIDE SALES & PURCHASING

JOB REQUIREMENTS

- Previous experience in the drilling and mining industry required
- Strong product knowledge of drilling, mining, and industrial supply products
- Ability to create accurate sales orders for customers and purchase orders for vendors
- Maintain professional and positive relationships with customers, vendors, and coworkers
- Provide excellent customer service in person, over the phone, and through email communication
- Ability to identify customer needs and recommend appropriate products and solutions
- Assist with inventory, stocking, and general warehouse duties as needed
- Perform local pickups and deliveries in a timely and professional manner
- Ability to safely load, unload, and move materials and products
- Strong organizational skills and attention to detail
- Ability to multitask and work in a fast-paced environment
- Basic computer skills and experience with order entry systems preferred
- Valid driver's license with a clean driving record preferred
- Ability to lift and move heavy materials as required
- Dependable, self-motivated, and team-oriented attitude
- Strong communication and problem-solving skills

SEND IN YOUR RESUME TO:
kassidy@turnoutsupply.com

www.turnoutsupply.com