



WE ARE **HIRING**

 **INSIDE SALES**

 **UTAH LOCATION**

RESPONSIBILITIES

- ✓ Handle walk-ins, inbound phone calls, and emails from customers, providing product information, pricing, and availability
- ✓ Prepare quotes, enter sales orders, and follow up with customers to ensure timely completion of sales
- ✓ Build and maintain strong relationships with customers through consistent communication and dependable service
- ✓ Pull sold parts from inventory, verify accuracy, and package orders for delivery, pick-up, and/or shipment
- ✓ Assist with purchasing and sourcing parts based on customer demand, including contacting vendors and tracking availability
- ✓ Research and locate hard-to-find or specialty parts requested by customers
- ✓ Maintain accurate inventory, purchasing, and sales records in the company system

SEND YOUR RESUME:

 **kassidy@turnoutsupply.com**



REQUIREMENTS

- ✓ Experience in drilling and/or mining is required
- ✓ Previous sales, customer service, parts counter, warehouse, or purchasing experience preferred
- ✓ Strong communication skills and comfort working with customers
- ✓ Ability to pull, package, and handle parts in a warehouse environment (ability to lift 100 lbs)
- ✓ Detail-oriented with strong organizational and time-management skills
- ✓ Comfortable using computers
- ✓ Self-motivated, dependable, and able to work both independently and as part of a team

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