



## **Inside Sales Representative**

### **Job Requirements Responsibilities:**

- Speaking with clients and taking requests via phone and email.
- Process Orders via Phone, Fax & Email.
- Providing excellent customer follow up.

### **Qualifications:**

- Candidate must have strong technical skills
- Customer service experience and strong attention to detail required.
- Must be highly organized
- Prior work experience in a door, window or millwork industry a plus

### **Skills:**

- Organized
- Ability to multitask
- Knowledge of MS Word and Excel