

Inside Sales Representative

The Bradley Group

3635 Swenson Ave, Saint Charles, IL 60174

Contact : Steve Rogalla at 630-443-8424 x 105

Job Type: Full-time

Qualifications

- Customer service in an office setting: 2 years (Required)
- Day Shift (Required)
- High school or equivalent (Preferred)
- Sales: 2 years (Preferred)

Full Job Description

The Bradley Group of Companies is a mid-size fastener company located in St. Charles, IL that is currently looking for an experienced, confident and dedicated individual that is able to multitask as sales & customer service representative.

Job Responsibilities:

- Order entry, paying close attention to details.
- Responsible for addressing customer inquiries about company products and services via phone and email.
- Providing all necessary follow up to completely address the customer's requests and or/inquiries.
- Working with production and quality departments to expedite customer orders.
- Communicating with all departments to solve customer's issues.
- Responsible for calling and scheduling shipments with assigned freight carriers.
- Additional office tasks as assigned.

Job Requirements:

- Strong written and oral communication skills.

- Previous sales & customer account representative experience in an *office setting* required.
- Computer experience with all Microsoft Applications.
- Strong organizational skills.
- Ability to work independently and as a team.
- Attention to detail for accuracy.
- Fastener knowledge helpful, but not required.
- Bilingual in Spanish helpful, but not required.

Benefits:

- Health/Dental/Vision
- 401K
- Vacation Pay
- Holiday Pay

We are hiring ASAP!

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday