

Inside Sales Representative/Customer Service

Brentwood, New Hampshire

Tarantin Tank And Equipment Company has a family history of dedication to customer service, providing quality products and extraordinary technical assistance. Since our founding in 1983 we have built a solid foundation with seven (7) distribution facilities on the East Coast of the United States making us unique in wholesale distribution.

We are seeking a highly qualified Inside **Sales Representative/Customer Service** for our Brentwood, New Hampshire operation.

Job Description:

Applicant must possess outstanding customer service skills, be highly motivated and extremely organized.

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Polished communication skills
- Strong attention to detail and follow-up skills
- Must have the ability to work independently with effective time management skills
- Strong experience with computer, excel and word
- Personable
- Minimum 3-5 years technical customer service experience

Excellent organizational skills, excellent telephone and communications skills in English (both written and verbal) and proficiency with personal computers.

Primary Job Responsibilities:

- Provides professional, courteous support to customers regarding products, services, orders and delivery status, billing inquiries and other general inquiries.
- Promotes excellent communications between outside sales, accounting, other branches, purchasing and management.
- Enters new orders, order changes, returns/credits and problem solving
- Will follow through with order/return goods/credit processing in accordance to policy and procedures
- Participates in coordinated training sessions that involve products/industry application, industry code compliance, computer functionality and personal development.
- Communicates regularly with regional outside sales reps on current issues and prospective growth opportunities.

Company provides competitive salary + full benefits package. Please submit salary requirements with resume to rose.hr@tarantin.com