

## **Inside Sales Associate**

JETT Pump & Valve, LLC – Waterford, MI 48328

Apply Now

*JETT* Pump & Valve, L.L.C. keeps your fluid handling systems running at peak performance! We design, sell, install, repair, and maintain municipal, industrial, commercial, and residential process technology equipment for the water and wastewater treatment industry. *JETT* Pump & Valve, L.L.C. is conveniently located in the Metro-Detroit area, we service all Southeast Michigan and beyond! We are open Monday – Friday 7:30am – 4:30pm and offer emergency service as well.

### ***About the Job***

JETT Pump & Valve, L.L.C. is seeking a full-time Inside Sales Associate. The primary responsibilities for this position include but are not limited to the following:

- Process quotations, receipt of orders, order entry, ensure shipment and delivery of order, and resolution of return requests and address any quality issues.
- Maintain and provide status of ongoing projects and prospective projects.
- Assist the outside sales team by obtaining pricing and product research.
- Coordinate and communicate sales activities.
- Answer calls.
- Communicates with Outside Sales and Operations to ensure timely and efficient scheduling and completion of jobs.
- Establish and maintain a good professional relationship with customers.
- Order and coordinate materials needed for jobs to ensure prompt and accurate service.
- Assist with Inventory control and Shipping/Receiving as needed.
- Undertake other reasonable duties or tasks as assigned.

### ***Qualification & Requirements***

#### ***Experience:***

- Microsoft Excel, Word and PowerPoint and Google Docs proficiency
- Customer Service Experience

- Moderate to Advanced reading, writing, and math skills
- Some mechanical knowledge and/or understanding of process technology and industrial distribution
- Dependability is a must

**Skills:**

- Knowledge of effective methods of organizing
- Extremely detail oriented
- Strong follow through skills
- High level of initiative
- Ability to work well in a team environment

Candidate MUST be able to pass a drug/ alcohol screening and background check and have a valid Driver's License. The Candidate must be able to maintain the required level of activity to achieve the assigned goals without supervision and be able to communicate effectively with co-workers, management, and customers.

JETT Pump & Valve, L.L.C. is willing to train the right person for this position.

Job Type: Full-time

Pay: \$18.00 - \$19.00 per hour

Expected hours: 40 per week

Benefits:

- 401(k) matching
- Health insurance
- Paid time off

Ability to Relocate:

- Waterford, MI 48328: Relocate before starting work (Preferred)

Work Location: In person