

Bank-A-Count is seeking an energetic individual to handle inside sales and customer support. Candidates should possess an aptitude to work directly with all types of customer issues and thrive in a fast-paced, deadline-oriented environment.  
Bring your skills to an organization where your contributions can make a difference!

## INSIDE SALES / CUSTOMER SERVICE REPRESENTATIVE

### Job Summary:

Responsible for performing a variety of inside sales and customer service related functions. Responds to inquiries from potential new clients and generates leads for new clients. Solicits sale of new or additional company services. Communicates directly with clients, receives order information and completes data entry required to finalize the order process.

### Principal Duties:

- Communicate with prospects and customers using a variety of methods.
- Effectively and efficiently handle the order process for numerous company product lines.
- Process client orders based on established quality/quantity standards.
- Possess workplace flexibility to accommodate changes to processes or product lines.
- Maintain training and skills to effectively handle diverse range of duties.
- Solicit sale of new or additional services to existing or potential clients.
- Sourcing new sales opportunities through inbound lead follow-up and outbound calls and emails
- Adhere to company policies and procedures related to, but not limited to, security and privacy of client and company information.
- Perform other related duties as assigned

### Qualifications/Skills:

- Strong attention to detail and ability to work independently to achieve productivity expectations and quality of work requirements.
- Demonstrates professionalism, exhibits sound judgment and reacts well under difficult situations.
- Organized and dependable with work routines.
- Ability to communicate effectively with all types of clients, and internal team members.
- Adapts to flexible work routines.
- Ability to frequently move or lift materials up to 10 pounds, with occasional need to lift/move up to 25 pounds.
- Previous customer service experience desired.

### Education and/or Experience:

High school diploma required. Ideal candidates will have six months inside sales and/or customer service experience.

Submit cover letter and resume by mail to address above, or e-mail: [sblanke@bank-a-count.com](mailto:sblanke@bank-a-count.com)