**Title: Inside Sales Representative**

**Location: Rogers, MN**

**Reports to: Management**

**Status: Full Time M-Th 8 AM-5 PM, Fri 8 AM-4:30PM**

**Salary: Exempt/Salaried**

Twin City Hose, Inc., started in 1977, and is a family owned and operated business that manufacturers products for the Commercial HVAC, OEM, Industrial and Cryogenic industries to name a few. We currently have an excellent opportunity to join our inside sales team. This position is integrally related to providing outstanding customer service to existing and prospective client to retain, renew and build our sales base

**Essential Duties and Responsibilities:**

* Learn product line.
* Answer incoming calls.
* Generate and provide quotes in timely fashion.
* Assist Outside Sales with different tasks/projects.
* Service walk-in customers.
* Identify customer returned hoses.
* Work with vendors and purchasing department for pricing & sourcing.
* Document and assist customers with product questions and applications.
* Enter orders in a timely fashion.
* Assist customers to expedite orders, provide tracking as needed.
* Furnish drawings and submittals as needed.
* Maintain active communication via phone, email, and fax.
* Conduct other miscellaneous duties as assigned or needed.

**Successful candidates should possess Education and Experience:**

* High school diploma generally required
* Sense of urgency, prioritizing
* Positive attitude is a must, sense of humor preferred
* Knowledge of computers and relevant software application including Microsoft Office
* Technical Sales experience
* Ability to ask questions, desire to learn
* Detail oriented, ability to redirect focus quickly
* Ability to work quickly
* Ability to be resourceful and proactive in dealing with issues that may arise
* Ability to foster relationships between TCH and our customers
* Reliable
* Solid communication skills both written and verbal

**Benefits**

* Competitive wages
* Training
* Benefit Packages (medical, dental, vision) 401(k)
* Paid holidays and vacation

Visit our website [www.twincityhose.com](http://www.twincityhose.com) for further information about Twin City Hose, Inc. and our products