

Position Description: Customer Service/Inside Sales Representative



Job Description: The Smoking Goose is looking for a self-motivated individual with a passion for food and an ability to work well as a team member in our expanding business. The right candidate will be confident contacting our existing accounts to take their orders, answer product questions, and suggest new or additional products. Because we value not only the quality of our products but the relationships we have with our vendors and customers, we expect the right candidate to communicate effectively and pleasantly. The focus of this position is on growing sales within our current customer base.

General Responsibilities:

- Calling on current customer base, taking orders, anticipating needs, suggestive selling
- Fielding orders from current customers, entering invoices
- Putting in standing orders
- Fielding and following up with retail phone in orders, putting in invoices and getting shipping quotes
- Grow sales within current customer base
- Fielding customer complaints, documenting and reporting issues

Skills Required:

- Great attention to detail
- Communicate effectively and pleasantly
- Able to pick up product knowledge quickly and use it in sales techniques
- Great listener who is able to anticipate needs
- Data Entry and Word Processing skills required