



## **Inside Sales Associate**

### **Company Overview:**

KSI Supply is a family-owned company, based in Plymouth WI. We sell forage storage products through a distribution and dealer network that covers the United States and Canada.

### **Position Overview**

Under the supervision of the sales and office managers, this person will work closely with the drivers and customer data base to ensure product is delivered on time and efficiently. They will also work diligently to ensure that all customer profiles are up to date and accurate.

### **Responsibilities:**

#### Logistics

- Communicate with customers and delivery drivers over delivery timeframes and assist in planning delivery routes
- Keep track of fuel usage
- Invoice deliveries and LTL shipments
- Maintain delivery book

#### Sales

- Assist in planning seasonal salesman routes and assemble sales materials as needed
- Entering new accounts for sales staff into system
- Creating and send quotes for new customers / sales staff
- Enter new items and pricing into system
- Send any supportive sales / marketing documents required by sales staff / customers
- Gather, maintain and process customer paperwork for customer accounts including credit applications, tax forms, etc.
- Entering customer orders received via email and phone call
- Communicate with pick up customers when product is in & complete paperwork upon pick up.
- Complete customer sales call lists as needed
- Answering phone calls and respond to company emails
- Data entry of equipment hours

### **Qualifications:**

- High School Diploma or GED
- 2+ years of experience in a customer facing, fast paced environment
- Must be highly detail oriented and demonstrate strong written and verbal communication
- Must be self-motivated and able to accel while working in an office setting
- Must be technologically proficient – this role will require heavy use of QuickBooks, Microsoft (Excel, Outlook, PowerPoint), email, phone, and additional tools

### **How to Apply:**

Apply online at [www.KSISupply.com/Careers](http://www.KSISupply.com/Careers) OR

Apply in person during normal office hours (Monday - Friday 7:00 am - 4:00 pm)