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## Job Posting

# Customer Service/Inside Sales

**Date Posted:** April 12, 2019

**Location:** ACW Supply, Denver, Colorado

### Please Contact

Jake Skokan  
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### POSITION SUMMARY:

Greenhouse horticultural supply wholesaler looking for new inside counter customer service/sales person. Responsibilities include aiding in all aspects of the business to ensure customer satisfaction. Central Denver location company with friendly atmosphere and 8:00 a.m. – 4:30 p.m. Monday-Friday hours.

### DUTIES:

- Maintain and create customer relationships with both new and existing companies.
- Write quotes and orders, and communicate about them to customers and vendors.
- Keep records of customers touched and make sure to follow up on quotes and outbound leads.
- Learn about existing and new products available and technical information relating to them.
- Attend occasional trade shows and educational events to increase contacts and knowledge.
- After time and training, occasional visits to client locations to assess needs and solutions.
- Assist in other general aspects of the business.

### EXPERIENCE REQUIRED:

- High school diploma or equivalent
- Reliable transportation
- Ability to work in busy environment maintaining positive and professional attitude.
- Basic computer skills including Microsoft Office programs, with the ability to learn and become proficient in the use of our CRM System.
- Professional communication skills verbally over the phone, in person as well as in writing emails.
- Desire to learn about and assist in other aspects of the business as we are a small company.
- Some experience in growing plants commercially, in either flowers, trees, vegetables, or hemp and marijuana a plus. Experience in a garden center or retail hydroponic store also helpful. Education or detailed technical experience in any aspect of horticulture, entomology, soil and plant biology or similar credentials a big plus.

### COMPENSATION:

- Competitive base plus commission with bonus potential
- Generous health care plan
- Vacation/sick/personal/holiday time
- Possibility of upward mobility