

CUSTOMER SERVICE - INSIDE SALES PERSON

WRISCO INDUSTRIES INC., since 1916, a nationwide sales and distribution company of prefinished aluminum, architectural metal and construction supplies, is seeking an inside salesperson/customer service representative for our Chicago, IL Division.

The inside sales/customer service will be selling primarily WRISCO'S prefinished aluminum coil, sheets and blanks (Painted, Anodized, 70% PVF and Mill Finish) and assisting in administrative/clerical as directed. In addition, the candidate will be marketing WRISCO'S custom computerized sheet metal fabrication; channel letter coil; painted 24 gauge galvalume steel with a Fluropon 70% PVDF finish; aluminum storefront panels and Alpolic aluminum composite material (ACM) panels. Several of the many industries WRISCO services are the signage, screen printing, glass/storefront, roofing, sheet metal, architectural metal, gas station canopy manufacturing, lighting, race car, trailer body and general contractors to name a few. There are countless industries/applications for WRISCO'S many quality products. www.wrisco.com

Inside salespeople/customer service are responsible for servicing and maintaining established accounts and closing prospective customers. A strong background in administrative functions - data entry, account receivables, account payables, inventory control and shipping/receiving is a plus.

The person's main function is to process the customer's order accurately and expeditiously in order to satisfy and benefit the customer's needs. The majority of the time is spent working with customers – order taking, price quoting and problem solving. During slow periods, or when management assigns projects, the person also is responsible for doing telemarketing – whether it is following up on quotes, a friendly hello to customers or seeking new business via cold-call telemarketing. Must be knowledgeable on all products, services and procedures WRISCO partakes of. In addition, must keep management and the outside salespeople abreast of what's happening in the field – whether it's selling, pricing or competition – the inside desk is the mission control and lifeline of the division's sales activity.

REQUIREMENTS

- The individual must be a self-motivated, enterprising person with excellent organizational, task, computer and time management skills.
- Distribution and/or metals industry experience preferred but not necessary
- Must be able to handle a number of tasks at one time and prioritize tasks to maximize efficiency.
- Strong communication and interpersonal skills are necessary.
- Must take initiative and not require constant guidance – take and use the tools given and perform.
- Following WRISCO'S trained procedures from ordering processing to shipping until billing is imperative.
- College degree preferred but not necessary.

WRISCO INDUSTRIES INC. is always looking for quality individuals that can make a positive team contribution towards WRISCO'S continued success as an industry leader. Only qualified individuals need apply. Drug screening and a background check initiated before hiring. In addition, Wrisco has just gone live with a new ERP operating system. The chosen candidate will receive a competitive hourly wage, commission, medical and 401k.

Send Resume:

sgrisko@wrisco.com

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