



POSITION DESCRIPTION

Inside Sales/Customer Service

Prepared for

All Candidates

Prepared by

Sterling Barker
Human Resource Director



Landmark Home Warranty is hiring an **Inside Sales Representative**, who will interact with existing customers over the phone. This position offers an hourly wage of \$12.00 per hour with uncapped commission. Expected annual compensation for this position is \$30k - \$35k in the first year, depending on the individual's performance.

Medical and dental benefit options available after 90 days.

Duties and Responsibilities:

- M-F 9:00 am - 5:30 p.m.
- Outbound and inbound account management.
- Handling cancellations or changes in sales orders, and communicating changes with related departments.
- Emphasizing service or product features/benefits, discussing payment options, quoting prices, and preparing sales order reports and/or forms.
- Capturing accurate and complete information in Customer Database.

Skills and Specifications:

- Exceptional verbal and written communication skills.
- High proficiency computer skills, including MS Word, Excel and Outlook.
- Excellent telephone sales personality skills.
- Prominent organization and presentation skills.
- Excellent time management skills.
- High energy and self-starter.
- Decision-making, problem resolution and creative thinking skills.
- Able to multitask activities with shifting priorities.
- Must be honest, assertive and systematic.

Requirements:

Minimum 2-3+ years phone sales experience required.
Looking for good cultural fit.

Equal Opportunity Employer
Drug test and background check required.

How to Apply

Contact: Sterling Barker

Email: jobs@landmarkhw.com

Email resume and cover letter; no phone calls please.

Contact will be made only with those we feel most closely meet the needs of the position.