

**JOB OPPORTUNITY**

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| **JOB INFORMATION** |
| **POSITION TITLE:** Inside Sales Representative/Customer Support **DATE**: Nov. 8th, 2021**COMPANY:** G P Roadway Solutions**LOCATION:** Kauai Branch **POSTING:** 2021 - 090**REPORTS TO:** Kauai Operations SupervisorAddress: 3018 Aukele St., Lihue, HI 96766 |
| **PRINCIPAL DUTIES** |
| 1. Handles incoming calls and walk-in customers in a timely, courteous and efficient manner; processes sales orders while promoting and developing positive business relationships.
2. Merchandises the showroom, ensuring that shelves are appropriately stocked, and showroom is neat and clean; fills customer orders, including retrieving material from the warehouse.
3. Provides administrative support for the Branch; prepares letters and memos; handles bank deposits, reconciliations and recordkeeping; maintains Branch files; ensures appropriate levels of office supplies; manages the department’s petty cash box.
4. Prepares documentation for all outbound shipment and schedules for delivery/pickup.
5. Produces a variety of reports, including but not limited to, shipping logs, open orders, past due accounts and customer activity.
6. Prepares price quotes and/or researches product information in response to customer requests.
7. Ensures that product knowledge is updated and current.
8. Assists Manager with the scheduling of jobs; including outside sales as needed.
9. Assists with inventory control, including annual year-end inventory count.
10. Performs other duties as assigned.
11. Promotes awareness of and follows Company and general safety policies.
12. Exhibits a core understanding of mutual respect and good customer service orientation in interactions with all people in the workplace.
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| **PRINCIPAL REQUIREMENTS** |
| 1. High School Diploma.
2. 6 months relevant experience in a similar operation; familiarity with traffic control helpful.
3. Working knowledge of Word, Excel, Email; aptitude to learn in-house systems; keyboarding skills sufficient to complete daily tasks in a timely manner
4. 10 key, various office machines, general knowledge of office operations.
5. Uses basic math functions to perform daily tasks.
6. Able to read and understand work orders and other work-related documents and forms.
7. Excellent interpersonal skills via phone and in person.
8. Well organized, able to work independently.
9. Valid Hawaii driver’s license and favorable traffic abstract.
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Note: The above reflects essential information to describe the characteristics of the job and shall not be construed as a detailed list of all job requirements, nor shall it in any way limit the right of management to assign work or direct the work force.

***EOE / M / F / Vet / Disabled***