

Kennedy Industries, Inc. has an opening for an **Inside Sales** position in our new equipment sales department.

JOB RESPONSIBILITIES:

- Maintain office environment
- Receive and support incoming customer phone inquiries
- Support outside sales team
- Price various products and prepare quotes
- Process orders from start to finish:
 - Ordering parts
 - Tracking parts
 - Arrange shipment of jobs
 - Invoicing jobs
 - Job analysis

REQUIREMENTS

- Must have positive attitude with the drive to learn and grow
- Work as a team with other inside sales personnel in the department to complete all above tasks
- Strong organizational skills
- Self-Motivated
- Have an out-going attitude and ability to professionally communicate with customers, vendors and co-workers
- Must have excellent computer skills: Microsoft Word, Excel, Outlook and Adobe

Job Type: Full-time

Job Location:

- Wixom, MI

Required Education:

- High School or equivalent

Required experience:

- 1 year

Please send your Professional résumé to resumes@kennedyind.com