

We're Hiring!

Position: Inside Sales

Schedule: Monday - Friday 8am – 4:30pm

Pay: Based on experience

Job Duties:

- Greet and assist incoming customers.
- Manage all client communications including – in person, telephone, email, and faxes.
- Make sure that all customers have the resources that they need:
 - o Customer service
 - o Showroom visit
 - o Literature
 - o Website Assistance
 - o Etc.
- Call / communicate with customers on the status of their order in a timely manner.
- Establish new contractors.
- Maintain good relationships with customers and coworkers, report complaints or suggestions to supervisor.
- Any other duties or tasks as assigned by your immediate supervisor or corporate executive.

Preferred Skills:

- Basic understanding of sales principles and customer service practices
- Ability to work as part of a team as well as taking independent initiative.
- Attention to detail.
- Willing to learn.
- QuickBooks experience
- Problem solving skills.
- Ability to work efficiently, multi-task, and adapt to circumstances.
- Bilingual
- High school diploma or equivalent

- Please email or call 706-864-6068 for an application

Please send resumes / applications to salesdirector@bmmetals.com or bring them to the office located at:

B&M Metals

6195 Hwy 52 E

Murrayville, GA 30564

