



13200 Brooks Dr. Unit H
Baldwin Park, CA 91706
626-283-4558

Toll Free: 800.882.6807 x 302 | Fax: 626.788.9610

Inside Sales / Customer Service Rep

Global Promo, a full-service supplier of promotional and technology products, is seeking a detailed individual to join our company as an Inside Sales/Customer Service Representative. This position will be expected to service our existing distributor accounts and handle new client orders.

JOB RESPONSIBILITIES

- Answer incoming phone calls and emails to provide sales quotations, order status updates and process sample orders
- Handle and follow up customer issues and questions
- Receive and process orders from our customers. Review purchase orders for accuracy and details
- Follow up on sample orders and quotes
- Help Account Managers to conduct background research on clients
- Update client and sales opportunity information in our database
- Attend tradeshow when needed

QUALIFICATIONS & SKILLS:

- College graduate or minimum of 1 year of customer service or sales experience
- Strong and professional oral and written communication skills in English is a must
- Strong computer skills. Proficient with computer software such as word, excel. Minimum 30 WPM with keyboard
- Must be detail oriented and organized
- Good people skills
- Ability to multi-task

GROWTH OPPORTUNITY

Global Promo is a small business embarking on growth and expansion period over the next few years. We are seeking a strong candidate who can learn about our industry and our products quickly with the possibility to become a customer service manager or outside sales rep.

COMPENSATION PACKAGE:

- Starting base of \$14-16/hour depending on experience.
- Bonus and Commission available after completion of training.