



INSIDE SALES ASSISTANT

Job Overview:

Line Hardware, a privately held company in St. Louis, MO, is seeking an experienced Inside Sales Assistant. This position is ideal for a well-organized, detail focused individual who enjoys multi-tasking in a fast-paced environment. The Inside Sales Assistant will assist leadership by inputting/processing orders, updating records, providing clients with quotes, answering phones, and updating customers on ship schedules.

Responsibilities:

- Review all incoming orders
- Input all orders into the company system and track them throughout the quoting & PO creation process
- Maintain excellent customer service by acknowledging orders, providing updates on status & coordination with the Operations team
- Process customer orders in a timely and accurate manner
- Manage all paperwork for incoming orders
- Assist sales team with customer quoting
- Coordinate inner office needs: supplies, cleaning schedules, etc.
- Liaison with temp agencies for weekly staffing needs
- Contributes to team effort by accomplishing related results as needed
- Oversee appointment settings and schedules.

Benefits:

- 100% paid medical & dental insurance for employee
- PTO
- 401(k) matching program
- Holidays off
- Family-Owned Company

Qualifications:

- Bachelor's degree or related experience
- Experience with inside sales
- Proficient in Microsoft and Google programs
- Excellent verbal and written communication skills
- Impeccable attention to detail
- Exceptional time management and problem-solving skills
- Strong critical and analytical thinking abilities
- Hours are 7:25a – 3:45p and office is located in the Tower Grove area
- Send resume to jen@linehardware.com