



JOB OPENING

**** ALPINE SALES COORDINATOR – Denver, CO ****

Full-Time SALES COORDINATOR needed for a locally owned, fast-paced rack and shelving company in Denver. Candidate must have at least 2 years of customer service experience, sales administrative experience, phone skills, data entry/keyboarding skills, strong oral and written communication skills, and the ability to multi-task. Must be reliable and able to show up on time. Candidates must be self-motivated, detail-oriented and have the ability to work independently as well as be a team player.

Responsibilities include, but are not limited to:

Customer Service

- Answering incoming calls and greeting and welcoming all walk-in customers, vendors, and sales staff
- Obtaining pertinent information regarding product inquiry, contact information, and time frame of need in order to process and provide for requests most efficiently

Product Quoting

- Researching requests for in-house, factory direct, or local vendor products to include freight quotes
- Generating proposals

New Order Entry

- Entering orders into computer database and data entry into excel spreadsheets
- Generating Delivery Tickets for warehouse crew to pull and prep product, advising of any necessary modifications required and checking pulled order/ product before it is delivered
- Generating purchase orders

Coordination

- Scheduling customer will calls and deliveries
- Obtaining install quotes and scheduling availability with contractors on product installs
- Collaborating with sales professionals and customers to schedule installs in coordination with product delivery dates

Freight

- Obtaining freight quotes
- Coordinating freight scheduling
- Processing freight claims

Competitive benefits. Compensation will depend upon the experience level of the selected candidate.

We are committed to providing a safe, drug-free work environment. Qualified applicants will be required to pass a pre-employment drug screen.