



September 12, 2011

JOB TITLE:

Inside Sales Representative

JOB SUMMARY:

Disappointed with the ability to grow with your company?
Ready to contribute your unique skills to a dynamic team?

Stop looking for just another job, and start a new career in Inside Sales with CSI, a company with a culture of community, teamwork, mutual respect and lifelong learning. CSI offers an opportunity to leave behind stale and conventional methods of selling, by encouraging critical thinking and using straight-forward techniques that meet customers' needs. Your future is waiting at CSI. We are currently accepting applications for an Inside Sales Representative position in a challenging and fast paced distribution environment.

This position will be responsible for helping customers with multiple sanitary product lines for the pharmaceutical, food, dairy, and beverage processing industries. There will be extensive training on distribution and customer relationship management software, as well as CSI procedures. Ultimately, the position performs such tasks as taking customer calls, entering and expediting customer orders, purchasing drop ship orders and making product recommendations to meet customer needs.

This position requires a mechanical aptitude, exceptional organizational skills, intermediate-to-advanced computer and keyboarding skills, and initiative. An ability to communicate and develop relationships with customers is critical. The successful candidate must be able to multi-task!

EDUCATION:

High school diploma/GED: required
College credits: required
Bachelor's degree: desired

EXPERIENCE:

Customer service, including order entry experience: required
Good telephone etiquette: required
Intermediate-to-Advanced Computer proficiency: required
 MS Word and Excel Intermediate-to-Advanced: required
 Windows 2000 or XP: required
10-key/data entry experience: required
Mechanical aptitude: required
Stainless steel, metals-related, or sanitary process industry experience: a plus

COMPENSATION:

\$12.00 to \$20.00 per hour, commensurate with experience and skills

BENEFITS:

100% paid for employee medical and prescription coverage, life insurance, short-term & long-term disability
Employee paid dental, vision, and voluntary supplemental insurance
401(k) with matching
7 days paid time off after 6 months and 14 days paid time off after 1 year

HOW TO APPLY:

Send resume to:
Central States Industrial
ATTN: Human Resources
2700 Partnership Blvd.
Springfield, MO 65803

OR

Email resume to:
hr@csidesigns.com

Fax resume to:
417-831-5314

EOE

Bringing Innovation to Process Systems