

INSIDE SALES REPRESENTATIVE

LEWIS is a leading business products distributor offering a full range of paper, office supplies, packaging and related supplies to businesses of all sizes. We have been in business since 1982 and operate distribution centers in Illinois, Indiana, Michigan and Colorado, with headquarters in Wheeling, Illinois.

We are currently looking for a candidate with the right skill set for an Inside Sales Representative position at our Denver Distribution Center. We are looking for an organized, self-motivated team player. Main responsibilities will include:

- Acquiring, retaining knowledge of, and educating customers on the many products we offer;
- Displaying outstanding sales and customer service skills at all times, supporting your own individual accounts as well as others; and
- Quoting, entering, and confirming orders, including special orders.

REQUIREMENTS:

- Minimum of one year experience as a customer service or inside sales rep in the office products, paper or printing industries; alternatively, customer service experience in a call center environment;
- Excellent verbal and written communication and interpersonal skills;
- Ability and desire to sell our products;
- Ability to handle multiple tasks in a fast-paced environment;
- Proficient on Microsoft Office; experience with sales software preferable;
- High school graduate or equivalent. Some college helpful.

LEWIS offers a competitive salary and excellent benefits. If you meet the requirements above and would enjoy working for an employee-friendly organization with other team players, please send your resume via email to bperez@lewispaper.com, fax to 303/623-2636, or apply in person 10 a.m. to 3 p.m. Monday through Friday at 11839 E. 51st Ave., Denver, CO. Please include salary requirements.