**Job:**

Inside Sales Representative – Full Time Position

**Company:**

McKernan Packaging Clearing House, Reno, Nevada

**Pay Range:**

$19 - $26

**Company Overview:**

At McKernan Packaging Clearing House, our employees are the foundation of our success. Our staff is serious about providing world-class service to our customers. We are not just a distributor to our customers, but a business partner that cares about their needs.

McKernan Packaging Clearing House has been buying and selling packaging components worldwide for 65 years, making us one of the largest distributors of packaging in North America. Our diverse packaging is sold to a variety of industries, including personal care, food, chemical and industrial to name a few. If you are interested in learning more about McKernan Packaging Clearing House, please visit us at [www.mckernan.com](http://www.mckernan.com)

McKernan Packaging Clearing House is an Equal Opportunity Employer. We offer a clean and stable work environment with a consistent Monday through Friday schedule, competitive pay scale and opportunity for advancement. We also offer a benefits package that includes Medical, Dental, Vision, 401(k) and Childcare Assistance.

**Job Overview:**

The Inside Sales Representative needs to be an initiative-taking, competitive and outgoing individual. This candidate must have a minimum of 2 years’ experience in inside sales and/or customer service. He or she needs to be an initiative-taker and an adaptive learner. This individual must have persuasive communication skills, both written and oral. This person will manage inbound calls, as well as generate leads and make outbound calls.

**Responsibilities:**

* Generate new and repeat sales.
* Determine customer requirements and expectations.
* Recommend alternate products.
* Proactively recommend items to increase customer satisfaction & improve profitability.
* Increase sales and average order size by means of cross-selling, up-selling and add-on sales.
* Educate customers about terminology, features and benefits of products.
* Contact customers following sales to ensure ongoing customer satisfaction and resolve any complaints.
* Maintain customer files.
* Additional duties as assigned by management.

**Qualifications:**

* High school diploma or equivalent.
* Minimum 2 years inside sales and/or customer service experience.
* A command of the English language, both oral & written.
* Computer proficiency in Windows, Internet, Word, Outlook/Email, Web Applications, etc.
* Basic math skills are necessary.
* Positive and initiative-taking attitude.
* Ability to close deals.
* Ability to work both independently and in a team environment.

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