



1-800-657-0745
www.carlinsales.com

Carlin Horticultural Supplies is currently seeking to fill a position of:
ACCOUNT MANAGEMENT-INSIDE SALES REPRESENTATIVE
Come join our team at our St. Paul location at 1375 Trout Brook Circle.

If you are looking for a unique Account Management-Inside Sales Representative position in the *greenhouse, garden center, landscape, and nursery* industry, then continue reading about Carlin Horticultural Supplies and this position.

You want to use your knowledge and skills in the grower/greenhouse industry and find a career position.

- You highly desire Work-Life Balance. You'd like to stop working long exhausting hours during the busy season.
- You have natural sales ability and strong phone skills.
- You are knowledgeable and willing to continue to learn about growing and landscape supplies.
- You have strong computer skills and are often commended for your accuracy.
- You are detailed focus and value a collaborative team environment.

Carlin Horticultural Supplies is a family business that has been in the horticultural industry since the early 1900's. We are a complete wholesale, business to business, supplier for greenhouse, garden center, landscape, and nursery businesses, providing superior customer service and offering the best products available.

Account Management-Inside Sales Representative Position Purpose

- Responsible for representing Carlin Horticultural Supplies products and services to the Green Industry.
- Effectively manage, service, and develop accounts to ensure the achievement of established sales and service goals.
- Manage an assigned territory with the Outside Sales representative.
- Use and advance your knowledge of the Green Industry.

Essential Job Responsibilities for Account Management-Inside Sales Representative Position

- Present a friendly, courteous, and positive attitude while representing Carlin Horticultural Supplies to our internal and external customers.
- Make outgoing calls and contacts as assigned to develop relationships, actively sell products, promote company events or special promotions. Assist in Will Call counter sales and warehouse operations.
- Obtain customer requirements and product specifications for quoting/pricing of needs. Take and solicit sales orders from customers and process them.

What We Offer our Account Management-Inside Sales Representative

- Hours of operation are 8 am to 5 pm Monday through Friday with a seasonal Saturday rotation schedule.
- Work-Life Balance! We don't work long hours during the busy season.
- Competitive benefits package includes health, dental, vision, life insurance, Paid holidays, Paid Time Off and 401k.
- Opportunities to grow and advance within the company.

Education and Critical Skills/Experience- Account Management Candidate

- Education: High School Diploma, with a College Diploma preferred
- Experience: Sales or Customer Service experience required. Preference for sales experience and horticultural background.
- Special Skills: Selling Skills, Listening Skills, Customer relations, communication skills, organizational and self-motivation skills, math skills and computer competence.
- Work Schedule: You will be required to meet customer and company performance expectations.
- Ability to lift 50#'s

If interested, please send your resume to Bill Koehn, bkoehn@carlinsales.com