



## Customer Service/Inside Sales Representative

### Flynn & Reynolds is Expanding our Inside Sales Team

We are looking for a talented inside sales /customer service representative that thrives in a fast paced environment. The inside sales/customer service associate provides a critical role in customer interface and is part of a team responsible for providing a variety of services, solutions, support and information in a manner that builds trust, confidence and long-term business. The successful candidate will become an integral part of our team.

This position is the primary internal customer contact point for service and information regarding products, prices, availability and product uses. This position provides technical support for customers including, but not limited to, preparing quotations, promoting solutions and services, processing orders, arranging deliveries, and processing product returns. It is the responsibility of this position to ensure that all inquiries are addressed completely and all transactions necessary to support the quote and order fulfillment process meet customer expectations.

The role calls for unfailing customer orientation, verbal fluency, precise written communication, teamwork and collaboration within all levels of management and staff, a high regard for ethics and strong organizational awareness.

The candidate who earns this position will provide customer service and sales support for the multiple lines that our organization represents across New England. Only high performance, high integrity, value-oriented candidates should apply.

This position is located in our office in Tewksbury, Massachusetts. Flynn & Reynolds offers a competitive salary and a comprehensive benefits package.

If you meet our requirements, please email your resume to: [frhr@flynn-reynolds.com](mailto:frhr@flynn-reynolds.com)