



W3794 Co. Rd. 374

Carney, MI 49812

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Sales Consultant

Proformance Pros is seeking an energetic and professional Sales Consultant to promote and sell products and services to the pulling truck and general motorsports customer base, order parts and materials from vendors, as well as update and maintain the E-commerce catalogue.

Qualifications:

- Professional verbal/phone and written communication skills
- Competency with MS Office (Outlook, Excel, Word) software
- Experience using POS and inventory lookup system
- Experience using a CRM/customer database tool
- Automotive experience is a plus

Responsibilities:

- Communicate directly with customers to provide an exceptional purchasing experience
- Communicate with vendors and source from stores, hubs, and suppliers
- Develop strong knowledge of product inventories and vendor lead times
- Maintain/develop basic automotive systems and parts knowledge
- Create purchase orders for parts and materials to fill sales orders or meet shop requirements
- Create sales orders based on customer calls/web inquiries and convert sales orders to invoices
- Maintain inventories, including stocking and cycle counts
- Prepare/assemble, package, and ship customer orders
- Learn inventory and customer management system and update/verify accuracy
- Update and maintain product library for E-commerce, including part descriptions and product IDs

Environmental:

- May require long periods of standing or sitting
- Potential for exposure to moving mechanical parts, moderate-to-high noise, fumes and airborne particles
- Lifting up to 50 pounds frequently

Time and Benefits:

- Full-Time, Non-Exempt (Hourly)
- Schedule 9:00 AM to 5:00 PM M-F, subject to overtime and situational requirements (onsite)
- Paid Time Off
- Six Paid Holidays
- Pay is commensurate with experience, Range: \$15 to \$25 Hourly