

# INSIDE SALES ASSOCIATE

## Palmetto, Florida

Are you looking to build a career? We invite you to join our team!

TriEst Ag is a distributor and applicator of soil fumigation, irrigation, fertilizer, and equipment products with a focus on fresh fruits, vegetables, tobacco, and custom turf applications. We have developed a unique group of company brands that allows us to offer growers our support from pre-plant through harvest, season after season. As an industry leader with more than 50 years' experience, TriEst Ag Group offers innovative options and solutions that protect crops, people, and the environment with honest, long-term relationships that make us the first call a grower makes when they need help.

### Job Summary:

We are seeking a motivated Inside Sales Associate to join our team. The TriEst Inside Sales team members will ensure the daily operations of our irrigation and fumigation business runs efficiently and without disruption with daily tasks to include: order entry, customer interaction as well as ensuring the accurate and timeliness of order fulfillment. Inside sales will be first contact and will ensure we exceed our customers' expectations. This will be accomplished with efficiency, accuracy, and integrity. The most critical component is a high level of communication with your team members, sales teams Hub Manager and customers.

### Primary Responsibilities

#### Counter Sales:

- First to Answer Phone and Assist Walk in Customers
- Process Credit Card Payments in Paytrace
- Small System Design, Enters Quotes and/or Sales Orders
- Diagnoses Issues with Existing Systems & Enters Orders for Repair Parts
- Ensures Best Small Package, LTL, and Truckload Carriers are Used and Rates are Received
- Requests Sales Tax Exemption Certificates from Customers and Submits to Customer Service for Entry
- Requests Pesticide Dealer, Applicator, and/or Commercial Applicator License as Required

#### Warehouse Inventory Control:

- Responsible for Counting Inventory on Site as Requested by Hub Manager
- Pack and Pull all Sales Orders as Directed by the Hub Manager Accurately and Timely
- Process Receipt of Goods and Put Away all Incoming Freight

- Maintain a Neat and Orderly Warehouse Environment

### **Business Systems**

- Enters Sales Orders and Quotes
- Enters Cash Receipt for Payment Taken in Enter Sales Orders and Quotes
- Sends Acknowledgements and Quotes to Sales and Customers as Required
- Oversees the management of the Open Sales Order Ship Dates
- Updates Carriers and Dates on Sales Orders as Schedules Change
- Enters Transfers
- Ensures that all Shipments have been Approved for Billing Each Day
- Enters Return Merchandise Authorizations as Required

### **Shared Responsibilities**

- Evaluates Fumigant Outstanding Cylinders and Assist in Scheduling Returns
- Must Double Check all Orders before Leaving Facility
- Evaluates Fumigant Outstanding Cylinders and Assist in Scheduling Returns
- Monitor and Respond to Request Received via Branch Shared Email
- Prints USPS, UPS, FedEx Ground Shipping Labels for Outbound and Inbound Shipments
- Helps Maintain Customer Files
- Other Administrative Duties and Projects as Needed

### **Skills:**

- Excellent communication skills
- Previous irrigation sales experience preferred
- Knowledge of agriculture and irrigation systems
- Familiarity with CRM software
- Warehouse experience a plus

Join our team and enjoy competitive compensation, opportunities for career growth, and a dynamic work environment. If you have a passion for sales and providing exceptional service, we would love to hear from you! **To apply submit resumes on [www.tricalgroup.com/careers](http://www.tricalgroup.com/careers). No phone calls, please.**

# Ag Group