

Inside Sales Representative

Customer Service / Sales Support / Order Entry / Inventory & Warehouse Support

Location: Clinton, NC

Position Summary

TriEst Ag Group is hiring an Inside Sales Representative to join our team in Clinton, NC. This full-time position combines customer service, order entry, sales support, inventory coordination, and warehouse support in a fast-paced environment. You'll work closely with customers, outside sales representatives, warehouse personnel, and the Hub Manager to ensure orders are processed accurately, inventory is managed efficiently, and customers receive outstanding service. If you enjoy helping customers, staying organized, and solving problems while working as part of a team, we'd love to hear from you!

Why Work for TriEst Ag Group?

At TriEst Ag, you'll be part of a team that values exceptional customer service, collaboration, and continuous growth. In this role, you'll build relationships with customers, support a busy branch operation, and make a direct impact on the success of our team. If you enjoy an environment where every day is different, you'll find opportunities to learn, contribute, and grow your career.

Key Responsibilities

- Assist walk-in customers and answer incoming phone calls.
- Prepare quotes, enter sales orders, and process customer payments.
- Use Oracle ERP and other business systems for order entry, inventory management, and customer account information.
- Coordinate shipping, receiving, and inventory activities.
- Help monitor order status and communicate shipment updates.
- Process incoming freight and maintain accurate inventory records.
- Support warehouse operations by pulling, packing, and preparing customer orders.
- Maintain an organized, clean, and safe work environment.
- Perform general administrative and branch support duties as needed.

Required Qualifications

- Previous experience in customer service, inside sales, or retail.
- Strong communication and customer service skills.
- Experience using ERP systems (Oracle experience is a plus).
- Proficient in Microsoft Excel and comfortable learning new business software and ERP systems.
- Strong organizational skills with excellent attention to detail.
- Comfortable working in both a customer-facing office environment and a warehouse setting.

Preferred Qualifications

- Previous warehouse operations, order entry, or distribution experience is preferred.
- Experience processing inventory, shipping, or receiving activities.
- Experience preparing quotes or processing customer orders.
- Forklift experience is helpful but not required.

Benefits:

- Competitive pay
- 401(k) matching
- Yearly bonus
- Dental insurance
- Health insurance
- Vision insurance
- Short Term Disability
- Long Term Disability
- Life insurance
- Paid time off
- Parental leave
- Flexible spending account
- Health savings account

Employees must be able to perform the essential functions of the position, including standing for extended periods, lifting materials as needed, and working in a manufacturing environment, with or without reasonable accommodation.

Employment is contingent upon successful completion of a pre-employment background check, physical, and drug screen.

TriEst Ag Group, Inc. is committed to providing equal employment opportunities without regard to race, color, religion, national origin, marital status, political affiliation, age, disability, veteran status, or sexual orientation, in accordance with federal, state and local law.

