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Vineyard Industry Products is seeking a full-time Inside Sales Associate to be a part of our team. Applicant should be a motivated and organized self-starter with excellent customer service skills. Applicant must also be willing to work in a fun and pleasant environment!

**Essential Job Functions (including but not limited to):**

- Participate in and support all daily sales activities.
- Answer incoming sales calls and process over-the-phone orders.
- Greet customers - answer questions and prepare and fill orders for in-store customers.
- Prepare customer quotes.
- Coordinate deliveries with customers.
- Assist in arranging deliveries via company trucks, outside trucking and common carriers.
- Maintain consistent knowledge of company products and pricing and be able to demonstrate/inform customers of use.
- Customer follow-up including product arrival, new products, current sale items and prices.
- Effective merchandising of products to increase sales.
- Assisting customers including carry-out, loading and order assembly.
- Purchasing/Receiving functions including purchase orders, receiving products, unloading, bagging, and proper paperwork preparation.
- Assist with inventory including ordering, replenishment, stocking and counting.
- Assist with store aesthetics – keeping store clean, fully stocked, organized; display set-up.

**Essential Skills & Abilities:**

- Excellent customer service skills.
- Excellent oral and written communication and listening skills.
- Strong ability to effectively communicate, motivate and engage with customers and team members.

**Requirements:**

- Must be a self-motivated team player and go-getter with a positive, friendly attitude.
- Excellent organizational skills with the ability to multi-task and prioritize.
- Ability to work in a fast-paced environment and be flexible to changing schedules and demands.
- A strong work ethic and commitment to teamwork.
- Valid driver's license and background check.
- Must be able to lift 100 pounds.
- Computer literacy with knowledge of e-mail and Microsoft Office.

**Preferred:**

- Bilingual – English/Spanish
- Prior vineyard and/or vineyard supply experience
- 2 or 4-year college degree

**Salary DOE**

Full Benefits including: Medical, Dental, 401K Profit Sharing, Defined Pension, Vacation, Sick, Holiday and possible bonuses.