

# Office & Sales Representative

Culligan of Le Mars  
Le Mars, IA

Culligan of Le Mars is looking for an outgoing, upbeat team member who is driven to succeed as an Office & Sales Representative working with our Culligan and appliance customers. As a Culligan Office & Sales Representative, you'll work directly with customers to discuss equipment, resolve problems, and provide great customer service. To be successful, you should be detail-oriented, organized, and have strong interpersonal and communication skills. Culligan is an industry leader in water treatment and has been a trusted household brand for 80+ years.

## Job Responsibilities:

- This job will be to deliver great customer service within our office to ensure customer satisfaction
- Extensive problem solving, order processing, and helping to manage customer accounts
- Effective and polite telephone, communication, and interpersonal skills to contact past, current, and new customers in a positive manner
- Handling walk-in customers who come in to purchase product available in-store
- Provide proactive sales support by developing close relationships with customers
- Schedule service and delivery orders
- Coordinate schedules with the service team
- Maintaining office cleanliness
- You must represent the Company and Culligan brand professionally, knowledgeably, and positively at all times
- Other duties as assigned

## Minimum Requirements:

- High school diploma or GED
- Friendly and approachable attitude when greeting, assisting, and talking with customers
- Excellent verbal and written communication skills
- Strong attention to detail and problem-solving skills
- Ability to thrive and multi-task in an active working environment
- Strong organizational skills
- Working knowledge of standard office equipment including computers, telephones, and printer.
- Outstanding team attitude
- Maintain a professional appearance
- Appliance knowledge is a plus

## Benefits:

- Paid Vacation
- Paid Sick Leave
- Paid Holidays
- Group Health Insurance
- Simple IRA Plan
- Use of free Culligan water conditioning equipment
- Appliance/Parts discounts