

Customer Service / Inside Sales Rep

A. Website Careers Page Template

Customer Service / Inside Sales Representative

<Company Name> | <Location>

At **<Company Name>**, great service matters. We are looking for a **Customer Service / Inside Sales Representative** who can support customers with speed, professionalism, and accuracy while helping strengthen day-to-day sales activity.

This role supports inbound customer needs, order management, product questions, problem resolution, and account support. The right person is organized, responsive, and genuinely enjoys helping customers and supporting the sales team.

The role rewards individuals who can stay responsive, organized, and service-minded while balancing accuracy, urgency, and customer follow-through.

What you'll do

- Handle customer calls, emails, and order support
- Process orders accurately and efficiently
- Answer questions and recommend solutions
- Support account managers and outside sales reps
- Resolve issues quickly and professionally

What we're looking for

- Strong customer service and communication skills
- Detail orientation and follow-through
- Ability to manage multiple priorities
- Sales support or inside sales experience preferred

<Insert culture and team environment statement.> <Insert schedule, benefits, and growth path.>

B. LinkedIn Template

Customer Service / Inside Sales Rep | <Company Name> | <Location>

<Company Name> is looking for a **Customer Service / Inside Sales Rep** to help support customers, process orders, and keep business moving smoothly.

This role is perfect for someone who is:

- responsive
- organized
- customer-focused
- detail-strong
- comfortable balancing service and sales support

You'll work closely with customers and internal teams to solve problems, answer questions, and keep orders accurate and on track.

<Insert short company culture statement.> <Insert team/benefits/highlights.>

C. Indeed Template

Customer Service / Inside Sales Representative

<Company Name>

<Location>

We are seeking a **Customer Service / Inside Sales Representative** to support customer accounts, process orders, and provide excellent service.

Responsibilities

- Respond to customer inquiries by phone and email
- Enter and manage orders accurately
- Assist with product recommendations and account support
- Resolve customer concerns professionally
- Support outside sales and internal team communication

Qualifications

- Customer service or inside sales experience preferred
- Strong communication and computer skills
- Detail-oriented and organized
- Ability to handle multiple priorities in a fast-paced environment

<Insert hours, benefits, pay range, and any ERP/order entry system details.>