

Job Title: Remote Inside Sales Support – Cabinetry Sales Representation

Location: Remote (U.S.-based preferred)

Job Type: Full-time / Part-time

About Us:

We are a dynamic sales representation firm specializing in high-quality cabinetry solutions in the Kitchen and Bath Industry. We provide our dealer partners with an exceptional white glove service, industry expertise, product knowledge and business consultation.

Position Overview:

We are seeking a detail-oriented and proactive Remote Inside Sales Support professional to assist our outside sales team in managing customer inquiries, processing quotes and orders, and providing outstanding customer service. This role is ideal for someone who thrives in a fast-paced sales environment, is highly organized, and has strong communication skills.

Key Responsibilities:

- Support outside sales representatives by managing administrative tasks and customer communications.
- Respond to customer inquiries via phone, email, and online platforms, providing accurate product information and pricing.
- Assist partners with quotes, sales orders, and follow up on pending opportunities.
- Utilize 2020 Design software experience to help our design partners with layout and/or pricing questions.
- Coordinate with manufacturers and distributors to ensure accurate lead times and product availability.
- Assist with CRM data entry, tracking sales activities, and maintaining customer records.
- Collaborate with the sales team to identify potential leads and nurture client relationships.
- Provide basic troubleshooting and problem resolution for customer concerns.
- Stay up to date on product lines, industry trends, and pricing structures.

Qualifications:

- Proficiency in 2020 Design software is required.
- Previous experience in inside sales, sales support, or customer service (preferably in cabinetry, building materials, or home improvement industries).
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office (Excel, Word, Outlook) and CRM systems.
- Ability to work independently in a remote environment while collaborating with a team.
- Positive attitude, problem-solving mindset, and ability to multitask.

Benefits:

- Competitive hourly wage or salary (based on experience).
- Remote work schedule of 8:00am - 5:00pm est, Monday – Friday.
- Opportunities for growth and advancement within the company.
- Training and ongoing support in cabinetry sales and industry trends.

If you're a motivated and detail-oriented professional with 2020 Design experience looking to contribute to a growing sales team, we'd love to hear from you!

How to Apply:

Please submit your resume and a brief cover letter explaining why you're a great fit for this role.