



## Job Description Inside Irrigation Sales

### Summary

OVS (Oregon Vineyard Supply) recently merged with Wilson Irrigation to form OVS (Orchard Vineyard Supply). We will be adding irrigation products to our Oregon locations, so we are looking for someone with sales experience or knowledge in irrigation to work at our McMinnville location.

### Required Skills

- This position requires excellent customer service skills at the counter and on the phone.
- Must have the ability and willingness to effectively use basic computer programs and learn our operating systems.
- Must be a self-motivated person that constantly looks for things that need to be done.
- Communicates clearly and concisely, both verbally and in writing.
- Ability to learn and answer questions about products OVS represents.
- Present a professional image at all times to customers and vendors.
- Ability to work as part of a team.
- Spanish speaker a plus, but not a requirement.

### Job Duties

- Provides excellent customer service to customers both externally and internally.
- Become our lead inside sales person for irrigation supplies and knowledge.
- Assists with in-store product displays, shelf stocking and price displays/labeling.
- Assure that desk, counter and work areas neat and clean. Take initiative to leave all areas with which you are involved looking professional.
- Order fulfillment for counter and phone customers
- Generate new and repeat sales by providing product and technical information in a timely manner.
- Determine customer requirements and expectations by asking good questions in order to recommend specific products and solutions.
- Recommend alternate products based on cost, availability or specifications
- Accurately process customer transactions such as orders, quotes or returns
- Proactively recommend items needed by customers to increase customer satisfaction and improve transaction profitability
- Answering basic and technical questions regarding our products
- Prepare formal quotes for potential customer orders
- Effectively use our computer operating systems for daily processes

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or Experience**

Completion of High School Education and/or GED Equivalency. Candidate must have 1 year prior Retail/Customer Service Experience. Must possess good oral communication skills and sound analytical skills. Ability to operate computer for data input and retrieval. Ability to operate cash register.

## **Language Skills**

Ability to read and interpret documents such as sales invoices, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence. Ability to speak effectively individually and before groups of co-workers. Bilingual in Spanish a plus!

## **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, use hands to finger, handle, or feel, talk and hear. The employee is occasionally required to sit, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

## **Supervisory Responsibility**

This position has no supervisory responsibilities.

## **Position Type/Expected Hours of Work**

This is a full-time position, and hours of work and days are Monday through Friday, 8 a.m. until 5 p.m. with the occasional Saturday, 8 a.m. until Noon.

**Job Type:** Full-time