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**MANUFACTURERS' REPRESENTATIVE SINCE 1957**  
[www.GoPSi.com](http://www.GoPSi.com)

### **Inside Technical Sales / Customer Service**

Proctor Sales Inc is currently seeking a career minded individual to join our Wilsonville office to be part of our sales team. This position is primarily responsible for the following:

- Determining customers' needs and recommending appropriate products and solutions
  - Using internal resources or by working closely with our manufacturers
- Preparing quotations for variety of products, parts and components for the manufacturers we represent
- Processing customer orders, confirming current pricing and delivery schedules
- Making logistical recommendations and decisions to move product most efficiently
- Customer service, addressing and resolving customer concerns, should they arise
- Primary contact for returns processing
- Distributing factory pricing updates (internally and externally)
- Participation in branch meetings and attending other training as prescribed by management to maintain proficiency in this position
- Sales support for outside sales staff

Ideal candidate would have prior experience in boilers, pumps and hydronic systems. The position requires someone who is mechanically adept and can think analytically. A wide array of computer skills will be necessary to execute your work. Common sense and decision-making skills are paramount. The ability to manage and keep track of multiple inquiries is critical. Qualifications include someone who is intelligent, motivated, and flexible. We are seeking individuals with a positive work ethic who want to be part of a winning team.

- 2+ years of proven sales and/or customer service experience
- Type 40 WPM

Those with plumbing and HVAC industry trade experience are encouraged to apply.

Proctor Sales Inc. is the leading manufacturer's representative for commercial and industrial products in Alaska and the Pacific Northwest. We've been in business over fifty years and have become a diversified progressive company with offices and opportunities for career growth in Anchorage, Portland, Spokane, and Seattle.

Proctor Sales offers:

- Comprehensive benefits package including medical and 401K plan
- Factory training and support
- Advanced computer and information system tools
- Dynamic team environment
- Competitive and comprehensive compensation package
- Paid holidays
- A fun place to work with great people