

Inbound Sales and Support

Purpose:

Highly organized, detail oriented, team player wanted!

The Inbound Sales and Support position is a multifaceted job that entails a set of skills that include patience and the ability to be a good listener. Boating experience is not required but is a plus. While most of your time will be spent helping our customers with order placement, it will also include time researching product specs and communicating with other departments within Hamilton Marine.

Duties and Responsibilities:

- Take customer phone calls and place orders.
- Call customers with backorder information.
- Research and respond to customer questions and concerns.
- While this is primarily a “desk job” it can frequently require the employee to leave their desk for a multitude of reasons: to utilize printers, copiers, and faxes, to communicate with other departments, pick items from the store or warehouse, etc.
- Other duties within the company as required

Required Qualifications:

- Initiative
- Oral and written communication proficiency
- Computer skills
- Organizational and motivational skills

Preferred Qualifications:

- Some High school

Physical Requirements:

- Must be able to lift up to 15 pounds at times.
- Prolonged periods sitting at a desk and working on a computer.

Working Conditions:

- Indoor office setting

Hamilton Marine provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other

characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

At Hamilton Marine, safety is a fundamental aspect of our culture, and all employees share the responsibility of maintaining a safe workplace. This involves participating in safety training, utilizing provided personal protective equipment, and adhering to established safety protocols and regulations to minimize the risk of incidents and injuries for themselves, fellow CREW members, and customers.