



EXCALIBUR

EXTRUSIONS

110 E. Crowther Ave., Placentia, CA 92870
(714) 528-8834 FAX (714) 524-7453
(800) 648-6804

Department: **Office**

Position: **Sales, Customer Care**

Number of opening: **1**

Compensation: **\$15/hr**

Hours/ Weekly: **40, will consider part time**

Job Duties: An established and growing plastic extrusion company in Placentia seeks a sales/customer care person. Most of our leads come from the Internet. We follow up with these contacts by telephone and maintain contact with these leads through email marketing. Includes fielding in-bound calls; following up with customer concerns; writing Email blasts and monthly customer newsletters.

**Outgoing self starter, with attention to details
Possess exceptional verbal and written communication skills**

- **Build and cultivate customer relationships.**
- **Some creative writing and graphic design required.**
- **Generate "House Account" sales utilizing the existing database as well as soliciting new business**
- **Follow-up on jobs which have shipped.**
- **Ensure that all required client paperwork in complete, accurate, and submitted on time**
- **Document all sales activities and maintain current database**
- **Maintain industry and product knowledge and inform corporate of changing market conditions and competitive issues.**

Working knowledge of *Constant Contact* and *ACT a plus*

Benefits: This position is eligible for Medical, Dental, 401K, Credit Union participation, Life insurance, paid vacation, and holidays.

Fax: 714-524-7453, Attention Human Resources

Email: ar@excaliburextrusions.com