



Novotech Nutraceuticals, Inc.

Sale and Customer Service Specialist Job Description

- Assist customers with quotation and product information at an inside sales environment.
- Provide sales support, process orders, look up information, document support, answer questions pertaining to all phases of order fulfillment, shipping arrangement and proforma invoice.
- Interact with sales, warehouse, production departments and customers with courtesy and professionalism.
- Ability on identifying problems and resolutions; Good verbal, written and phone communication skills.
- Bachelor or associate degree in business, finance, marketing, and related field and/or customer service-related training.