



Novotech Nutraceuticals, Inc.

### **Inside 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, Quality Department 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, nutritional science and related field and/or customer service-related training.

Pay range: \$20 - \$26 per hour depending on experience.

Please contact: [HumanResources@novotechnutra.com](mailto:HumanResources@novotechnutra.com)