

OXARC[™]

Inside Sales

OXARC has been providing welding and industrial supplies, as well as, medical and specialty gases since 1968. OXARC is headquartered in Spokane, Washington with 21 stores in WA, ID and OR.

Job Summary: Provide counter/store service to customers via in-person, phone, and fax. Sell industrial, medical and specialty gases, welding equipment, safety and other supplies to customers. Ensure all customer needs are met in a timely manner.

Duties include:

- Open and close store to include: unlock/lock doors, open/close computers and tills, changing phones, alarm system, front gate.
- Assist with daily paperwork (cash reports), filing, preparing packets, answer invoice questions.
- Notify client when orders are ready for pick-up; return orders to stock as required, notify customer when back-orders are in, etc.
- Assist with weekly freight.
- Put away empty cylinders from the dock.
- Support Outside Sales personnel.
- Night and weekend on-call as necessary.
- Make Hot Shot deliveries as required.

Requirements include:

- 2 years customer service
- 1 year industry experience a plus.
- Understanding of welding terminology and equipment a plus.
- Must be alert to surroundings and have the ability to plan ahead and anticipate customer needs.
- Ability to work independently, establish priorities and accomplish objectives with minimal supervision.
- Effective oral and written communication skills.
- Basic computer skills including Microsoft Word, Excel, Outlook, and Internet use.
- Valid Driver's License with good driving record.
- Must pass drug screen and background check.

Salary Range: Expected hiring salary is \$18.00/hr.-DOE (depending on experience). (The salary range represents the low and high end of the base salary for this position which is \$18.00/hr.-\$30.00/hr.)

OXARC offers a competitive salary and benefit package -- full time employees enjoy medical, dental, vision and prescription coverage with three deductible plans to choose from for employee and family, company paid life insurance (\$10,000), 401(k) with company match, and employee discount. Paid time off includes 8 paid holidays per year, vacation is prorated based on hire date and employees are eligible to use vacation effective January after hire date, sick leave accrues at 1 hour for every 40 worked, jury duty (up to 30 days), and bereavement leave. Clothing wear out/allowance program. Voluntary benefit options include life, AD&D insurance. Employees are eligible for most benefits on the first of the month following 90 days of employment. However, some benefits have different qualifying periods. Medical, dental, vision and prescription insurance is effective on the 90th day of employment.

Check us out at oxarc.com! To apply for this position please send cover letter and resume to hr@oxarc.com. You may also apply in person at 2513 3rd Ave, North Lewiston, ID 83501.

If you are an applicant with a disability who is unable to use our online tools to search and apply for posted jobs, please contact us by calling, 1-800-765-9055.

OXARC **Inside Sales**

EEO/Affirmative Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.