



Chicago Tube and Iron Company is a leader in the metals distribution and fabrication industry. We are an established company with an impressive record of profitability and growth. At Chicago Tube and Iron, we like to think of ourselves as a company that is big enough to offer financial strength and stability, but yet small enough to quickly change direction when our customers' needs require it. Our sales force and operations personnel share their expertise to come up with the best possible solutions for our customers. Want to know more? Visit us at www.chicagotube.com.

Our Chicago sales division in **Romeoville, Illinois** is looking to fill an **Account Representative** position.

JOB DUTIES:

This individual will be responsible for handling customer accounts in various territories.

- Handle customer calls and place orders for the company's entire line of products.
- Utilize the mainframe computer system to access information and input data.
- Manage the pricing and expediting of orders; effectively schedule customer deliveries.
- Have a good understanding of Company products, pricing policies, competitive market, and mill sources.
- Develop formal quotes in response to customer inquiries.
- Handle returns, credits, and adjustments.
- Use problem-solving skills to deal with customer concerns, which are sometimes difficult and require a high degree of tact and good judgment.
- Purchase products and services when needed.

JOB REQUIREMENTS

Our sales team is looking for a self-starter who can generate sales and profit. Inside sales and/or customer service experience is required; candidates with experience in the industry are highly preferred; industrial sales experience is necessary. The position also requires good communication and organizational skills, professional telephone skills, and solid computer skills, with experience in the use of Microsoft Word and Excel. A high school education is required; college graduates are highly preferred. Our ideal candidate will have experience in steel distribution or a related industry.

Please click on the link below to apply:

https://workforcenow.adp.com/jobs/apply/posting.html?client=chicagotub&ccId=19000101_000001&type=MP&lang=en_US

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