



Shur-Co®
World Headquarters
2309 Shur-Lok St.
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Yankton, SD 57078-0713
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Job Title: Inside Sales Representative
Type: Full Time, Monday-Friday 8:00a-5:00p
Department: Sales
Reports To: Customer Service Supervisor

ABOUT SHUR-CO®:

Shur-Co®, LLC is the largest manufacturer of quality tarp and cover containment systems in the United States. In November 2012 Shur-Co®, LLC acquired Donovan Enterprises effectively joining two well-know leaders in the truck, trailer and specialty market, resulting in an entity with a combined 93 years of tarping experience. By combining the product lines, sales teams, technical capabilities and service locations of Shur-Co®, LLC and Donovan, we are able to provide the most comprehensive product offerings in the market and a customer service platform unequaled in the industry. With a corporate office located in Yankton, South Dakota, ten branch locations, dozens of original equipment manufacturers (OEMs) and thousands of dealers, you will have the opportunity to work with employees and customers all throughout the country.

SUMMARY and RESPONSIBILITIES

As an Inside Sales Representative for Shur-Co®, LLC, you will be able to explore and gain experience in a variety of sales and customer service tasks. You will serve as the primary point of contact between Shur-Co®, LLC and their customers. You will also be responsible for taking orders by phone, fax, or email and for entering orders into Shur-Co's computer system. Other duties will include but are not limited to communicating quotes, estimate shipping dates, anticipate delays and overall status of a customer's orders.

Shur-Co sales representatives are asked to handle confidential information with discretion and maintain confidentiality of company data. You will have the opportunity to interact customers across the United States in the Agriculture, Construction, Waste and Flatbed markets. This position will encourage you to problem solve and work through challenging situations.

QUALIFICATIONS

1. Education and/or Experience
 - a. High school diploma or general education degree (GED)
2. Language Skills
 - a. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
 - b. Ability to write simple correspondence.
 - c. Ability to speak effectively before customers.
3. Mathematical Skills
 - a. Must be detail orientated and ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
 - b. Ability to compute rate, ratio, and percent.
4. Reasoning Ability
 - a. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
 - b. Ability to deal with problems involving several concrete variables in standardized situations.
5. Computer Skills
 - a. To perform this job successfully, an individual should have knowledge of Microsoft Excel, Word and Outlook.

Please contact Human Resources at 605-665-6000 for questions on the application process. The position will remain open until filled.