



**Parent Companies: Healthy Water Solutions, Prairie Water Solutions and Richie Water Solutions
DBA: Culligan of Southern Minnesota**

Sales and Customer Service Representative

Culligan International is one of the world's most recognized leaders in water quality solutions. As a sales and customer service representative for this recognized brand and industry leader, you will receive sales and service training and best in class products, which will put you on the road to success. Our companies (listed above) are a family first organization that focuses on providing value to employees and customers alike. We will work hard to ensure you are ready to succeed in your position and be fulfilled in all that you do.

Sales Specific Responsibilities:

- Be the face of Culligan in Marshall and surrounding area!
- Be active within community including chamber and other relevant groups and activities
- Accountable to achieve performance and financial objectives (monthly, quarterly, yearly)
- Perform water tests and provide water treatment application recommendations.
- Make sales presentations to customers in business and home environments
- Build solid, lasting relationships with customers
- Ability to generate leads; build up and maintain customer relationships
- Contact regular and perspective clients
- Using our Lead Tracking (CRM) software to maintain records of all sales activity
- Answer questions regarding: products, prices, availability, product uses and financials
- Self-motivated, with excellent communication skills and enjoy a high amount of people contact
- Have a skill set as a successful marketer, team player, and able to balance multiple priorities

Customer Service Specific Duties and Responsibilities include the following. Other duties may be assigned.

- Staff the front office of the Marshall dealership during regular business hours.
- Answer phone calls and assist customers face-to-face with inquiries related to sales, service, delivery, payments, billing and collections.
- Maintain daily sales log and handle local customer payments and bank deposit
- Use Culligan's proprietary software to record and handle all customer transactions.
Maintains service/sales schedule for all personnel serving customers in Prairie Water's dealership area.
- Responsible for the physical appearance of the front office. This includes regular housekeeping and organization of showroom.
- Staff member must be able to physically assist customers who stop at the office to purchase bottled water and salt. This requires occasional lifting of up to 50#.
- Report all problems to supervisor in a timely manner. Including and not limited to all incidents, accidents, and unresolved customer complaints. Be prepared to give a verbal and/or written statement.

Desired Skills:

Oral Communication Skills – English
Written Communication Skills – English
Reading Skills – English
Works well in a team environment
Customer Service
Basic Computer Skills – Windows Applications
Math Aptitude
Time Management
Professionalism
Ability to lift and carry up to 50 pounds
Must possess valid driver's license