

Hillsboro Industries, a leader in Truck Bed & Aluminum Trailer Design and Manufacturing, is looking for a reliable and self-driven individual to join our Dealer Services Team. The successful applicant will be responsible for an array of tasks associated with servicing the day-to-day needs of our national dealer network.

Responsibilities and Duties (include, but not limited to):

- Assist dealers with orders and accurately input to the production management system
- Proactively communicate with dealers on order status
- Facilitate and coordinate pick up of finished goods
- Handle all incoming customer inquiries – phone and electronic – and route appropriately

Qualifications and Skills

- High school diploma required; some college preferred
- Ability to effectively manage time-critical deadlines
- Self-motivated with strong attention to detail
- Excellent work ethic and ability to work within a fast-paced team environment
- Active listening skills are a must

Work Experience

- 3+ years of customer-interaction experience preferred
- Previous experience with shipping / receiving of orders via truck carriers desired

Benefits

- Health Insurance with 70% paid by the company, 30% paid by the employee
- Dental Insurance (Employee Only at no cost)
- Vision Care Plan
- Short- and Long-Term Disability Insurance / Life Ins / AD&D
- 401k Plan w/ Discretionary Match
- Bi-annual discretionary profit sharing

OTHER

- Hours are 8a-5p, Monday through Friday
- Earned up to 2 weeks PTO/yearly
- Holiday Pay
- Summer Picnic

Starting Pay will be based on experience.

APPLY NOW!