

Position: Client Sales Service Representative

Location: Cerritos, CA

About GST

Golden Star Technology Inc (GST) headquartered in Cerritos, CA is a leading provider of IT & AV solutions and services for small to midsize businesses, enterprises, governmental agencies, and educational institutions. Our history conveys our industry strength and customer commitment. Founded in 1985, GST has grown by offering the widest breadth of products, custom configurations, and exceptional customer service across all industry-leading and visionary manufacturer solutions.

Client Sales Service Representative Position Summary

As a Client Service Representative, you will be supporting and selling to GST client accounts. The role has a strong focus on sales development, customer communication, and account support.

Job Description:

- Provide sales quotes and product information to customer requests
- Order processing - order entry, issuing order confirmations and invoicing
- Track and update order status and information
- Work with vendors and manufacturers on pricing, products, and client information
- Build business account relationship
- Respond to client business requests and questions

Experience:

- Proficient computer skills in Microsoft Word and Excel
- Excellent customer service skills
- Excellent interpersonal communication skills
- Strong attention to details and high organized
- Experience in a fast paced and multi-tasking environment

Plus Experience:

- Prior knowledge in IT or Audio Visual products and software
- Experience with QuoteWork or Channel Online tools
- Experience with ERP systems such as Microsoft Great Plains

Compensation & Benefits:

- Medical/Dental/Vision
- 401K Plan
- Vacation