



INSIDE SALES – Kittery Retail Location

At Gagne & Son, we are proud to be a leading provider of hardscape, masonry, and concrete solutions across Maine. To support our growth, we are seeking a dedicated and motivated Inside Sales Representative for our Kittery, Maine retail location. This role offers the opportunity to build strong client relationships, drive new business, and collaborate with a dynamic team in a fast-paced and innovative environment.

Role and Responsibilities

- Assist customers with product inquiries in person, by phone, and by email.
- Enter orders and process sales.
- Organize store displays and inventory.
- Provide coverage for the Store Manager as needed.
- Receiving: verify incoming materials match the purchase order and forward the appropriate paperwork to corporate.
- Merchandise incoming stock.
- Assist with a wide variety of other duties as needed.
- Assist customers in loading and unloading products as needed.
- Help drive positive company culture.

Qualifications and Education Requirements

- High school diploma or equivalent.
- Knowledge of landscaping and masonry products is preferred.
- At least one year of customer service experience.
- Demonstrated customer service skills.
- Good communication skills and a positive, proactive approach to people.
- Ability to use a computer and Microsoft Office applications.
- Ability to organize, prioritize and manage multiple responsibilities, with attention to detail.
- Strong work ethic – reliable, positive attitude, self-starter.
- Candidates must be able to pass a pre-employment drug screen.



COMPENSATION AND BENEFITS

- Competitive wage, dependent on experience.
- Excellent benefit package, including employee health insurance (company pays 50% of the premium), dependent health insurance coverage (company pays 50+% of the premium), dental, STD, Life and AD&D insurance available, paid parental leave, paid holidays and PTO, 401(k) retirement program with 4% company match, and: wellness, boot, and tuition reimbursement.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Flexible spending accounts
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Referral program
- Tuition reimbursement