



## **Inside Sales Representative**

### **Summary**

The Inside Sales Representative supports the Outside Sales team and is responsible for the day-to-day management of customer relationships

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Data Entry of all customer information, quotes, and sales orders into the CRM platform
- Management and follow up of the entire order process, from quote entry to invoice
- Responsible for addressing customer's daily requests for product information, quotes, and orders
- Daily, monthly, and yearly reporting of customer sales with breakdowns of performance
- Asset Management
- Manage customer specific pricing programs with various vendors and distributors
- Manage customer inventory including issuing and securing return authorization requests
- Required yearly vendor training and certifications
- Some travel required for onsite customer visits

### **Education / Experience**

- Bachelor's degree in business, marketing, or a related field
- 1-2 years of related experience; or equivalent combination of education and experience

### **Other Skills**

- Must be proficient in MS Outlook, MS Word, MS Excel, MS PowerPoint, and Adobe Acrobat
- Proficiency in NetSuite CRM a Plus

Non-Exempt / Hourly

Monday-Friday 8:00 am - 5:00 pm