**Job Description**

**Job Title: Inside Sales Representative**

**Department: Sales**

**Reports To: Ron Bechtel, Sales Manager**

**Date: December 8, 2022**

**Scope of Position**: Interact with customer base, suppliers, and FSR staff providing professional salesmanship.

**Major Responsibilities**

* Manage 50+ customer base
* Assist customers with technical and logistical service
* Provide design/application assistance for seal applications
* Process Request for Quotes to include sourcing and pricing.
* Process Sales Orders
* Project Management
* Build strong professional relationships with customers and suppliers
* Meet company goals and objectives outlined in monthly dashboard reports
* Ability to problem solve and make sound business decisions

**Shift**

* 8:00am – 5:00pm with 60 minute lunch, Monday through Friday in office.

**Education and Training**

* Preferred, 2 year college degree

**Experience**

* Required, 1 to 3 years Inside Sales experience

**Additional Requirements**

* United States Citizen
* Quick learner with problem solving ability
* Proficient in business math
* Computer literate with working knowledge of Microsoft Office and Adobe.
* Multitasking capability
* Good phone etiquette
* Outgoing personality to deal with customers
* Must have reliable transportation
* Must be punctual and a dependable team player
* Positive attitude
* Ability to work as a team, be a team player
* Honest and communicate effectively
* Treat others with respect