

**JOB DESCRIPTION**

**General Information**

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| **Job Title** | **Inside Sales Representative** |
| **Department** | **Sales** |
| **Reports To** | **Sales manager** |
| **Date** | **8/18/2021** |

**Scope of Position**

Interact with customer base, vendors, and FSR staff providing professional salesmanship

**Major Responsibilities**

 Manage 30+ customer base

 Assist customers with technical and logistical service

 Provide basic design/application assistance for seal applications

 Process customer quotations and sales orders

 Build strong professional relationships with customers

 Meet company goals and objectives outlined in monthly dashboard reports

 Participate in all required FSR and Supplier training

* Communicate with suppliers for product quotations

**Shift**

 8 am to 5 pm w/ 1 hour lunch, Monday through Friday

**Education & Training**

 4 year college degree preferred

**Experience**

 3 to 5 Years Inside Sales experience desired

**Miscellaneous Requirements**

* Driven to perform
* Quick learner with problem solving ability
* Proficient in business math
* Computer literate with working knowledge of Adobe Acrobat and Microsoft Office
* Multitasking capability
* Outgoing personality to deal with customers
* Must have own, reliable transportation
* Must be punctual
* Trulinx Database experience desired

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