Job Description – Inside Sales

The Sales Team initiates the first step in the manufacturing process. Our Sales Team must provide a seamless customer experience that fosters trust and builds long-term relationships. This position is responsible for all sales activities and engaging with our customers all thought the sales process.

Education/Experience

Minimum:
- A high school degree or GED equivalent is required
- Three (3) years of sales work experience (formal sales training is a plus)

Preferred:
- Bachelor's degree in Business Administration and Marketing
- Five (5) years of sales work experience in manufacturing

Major Responsibilities

- In depth understanding of our products
- Responsible for selling architectural signage systems to end users, both retail and wholesale
- Assess customer needs and specifications to offer feasible solutions to their requirements
- Implement necessary actions to promote the company and our products to generate increased sales
- Prospecting, qualifying and generating sales within our established guidelines
- Carries out office functions such as order processing, pricing, correspondence, customer relations, etc.
- Ensures the proper preparation, distribution and mailing of customer's quotations, acknowledgements and invoices
- Estimates delivery dates to customers
- Travels when necessary to regular and prospective customers to promote products and solicit new business, as well as, participate in trade shows
- Quotes prices and credit terms
- Prepares work orders for obtained sales

Universal Tasks and Responsibilities

- Exhibit and promote behavior indicative of effective team functioning
- Interacts with other departments' employees in a respectful and effective manner
- Perform any other tasks or assume any additional responsibility to facilitate the manufacturing process or better the company

Competencies/Skills

- Persuasiveness and persistence
- A professional and courteous manner, on and off the telephone
- Ability to operate Windows software on the computer
- Networking abilities
- Time management
- Verbal and descriptive communication
- Communicates in a way to gain acceptance of an idea, plan, activity or product
- Prioritization of completing goals
- Problem solving
- Ability to organize many diverse tasks to completion