

Since 1928



## **Job Description – Inside Sales (Commission + Base Salary)**

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 our wholesale / PRIME customers
- 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 proper preparation, distribution and mailing of customer's quotations, acknowledgements and invoices
- Estimates delivery dates to customers
- Travels regularly to call on current and prospective customers to promote products and solicit new business, as well as participate in trade shows
- Quotes prices and credit terms
- Prepare 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 when communicating with customers
- Ability to operate Windows software on the computer
- Networking competence
- Time management
- Verbal and descriptive communication
- Communicate 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