

JOB DESCRIPTION

Position: **Inside Sales Representative**
Location: Corporate Office -Schofield, WI

Normal hours: Monday-Friday
7a.m. -4p.m or 8:30a.m.-5:00p.m

Job Summary

Sell new products to existing and new L&S customers. Provide them with telephone support and overall customer service.

ESSENTIAL FUNCTIONS

1. Outbound calling/selling to new and existing customers.
2. Handle customer calls for electric motors, controls, drives, and accessories.
3. Checks stock and enter orders in the system.
4. Contact suppliers for price and delivery times.
5. Quote customers – both verbal and formal quotes.
6. Occasionally call on customers with outside sales representatives.
7. Follow up with customers and suppliers on quotations and orders.
8. Expedite orders with suppliers.
9. Maintain daily CRM system.
10. Enter purchase orders with suppliers.
11. Manage freight expenses on a per order basis.
12. Review and adjust inventory levels based on customer needs.
13. Work in customer portals.
14. Attend internal and external training

SECONDARY FUNCTIONS

All other duties as assigned by supervisor.

REQUIREMENTS

- Minimum of 5 years inside sales experience.
- Familiar with electric motors, drives, and controls.
- Strong technical background/aptitude.
- Excellent customer service skills.
- Willingness to make outbound sales calls.
- Proficient in Microsoft Office products.
- Knowledge of and able to use proper phone etiquette.
- Above average communication skills (oral, written).
- Computer literate; above average keyboard skills.
- Able to interact with people in a professional manner.
- Ability to multi-task.
- Fluent in English (verbal, written).

WORKING CONDITIONS

General office area.

OTHER REQUIREMENTS

Able to wear PPE when in shop environment.
Observe all safety requirements.

01/26/2016