



## **Inside Sales and Technical Support**

**Position General Description:** Assist the outside sales team and quotations department in the role of Inside Sales and Technical Support.

### **Primary Responsibilities are:**

- Create presentation package of technical sheets for proposed products
- Data entry of Bills of Materials using Sales Assistant
- Take notes of verbal communication at weekly sales meetings
- Data entry – Updating our project tracking system
- Learn and maintain knowledge of product offering & fixture specifications
- Assist customers with finding information/tech sheets on products

### **Secondary Responsibilities are:**

- Light filing of project files
- Back-up Customer Service (stock check phone calls)
- Assist Outside Sales department with misc. tasks

### **Qualifications Required:**

- Basic Computer Skills – knows how to save & search for items on a C: Drive, My Documents, Desktop, etc.
- Familiar with Microsoft Word - knows how to create, save, modify, etc word documents
- Familiar with Microsoft Excel – knows how to create, save, modify, etc excel documents knowledge of formulas not required
- Familiar with Microsoft Outlook (or another email system) – knows how to send email
- Familiar with Internet Explorer – knows how to search the www, save favorites, navigate websites, etc.
- Organized Individual – Maintain a neat and organized filing system
- Ability to Multi-Task – can stop in one place on a project, start a new one and then pick right back up where they left off on the first project
- Ability to Work for Specific Deadlines
- Self-motivator

**Qualifications Recommended** (but not required and we are willing to teach to the right candidate):

- Familiar with Microsoft Outlook (or another email system) – knows how add contacts to address book, add appointments to a calendar, create email filing folders
- Familiar with a computer network – understands shared folders and drives
- Knowledge of Adobe Acrobat – how to create text fields and stamps on PDF files