

<b>POSITION TITLE:</b>	<b>Inside Salesperson</b>	<b>DATE ISSUED:</b>	<b>8/16/17</b>
<b>REPORTS TO:</b>	<b>Sales Manager</b>	<b>DATE REVISED:</b>	<b>4/24/19</b>

**POSITION SUMMARY:**

The Inside Salesperson reports to the Sales Manager and is responsible for handling the sales process from proposal to close. They are to sell the company’s products and/or services to established customers or new prospects via the telephone or walk-in business.

**ESSENTIAL JOB FUNCTIONS:**

- Maintain a safe working environment including the use of Personal Protection Equipment (PPE) and compliance to all safety rules and established procedures
- Handle sales calls received during office hours
- Return sales calls from answering machines recorded after hours
- Collaborate with the President and Sales Manager to determine necessary strategic sales approaches
- Maintain and expand the company’s database of prospects
- Ensure follow-up by passing leads to Sales Manager with call-to-action, dates, complete profile information and sources
- Support marketing efforts such as trade shows, exhibits and other events as needed
- Emphasize product / service features and benefits, quote prices, discuss credit terms and prepare sales order forms and/or reports
- Enter new customer data and update changes to existing accounts
- Appropriately communicate brand identity and corporate position
- Work with team members and other team leaders to maintain constant workflow
- Work with 5S management team and other team members to develop, implement & maintain 5S process as needed
- Any other duties as assigned

**JOB QUALIFICATION REQUIREMENTS:**

- High school diploma or equivalent
- Knowledgeable of Microsoft Office
- Strong computer, organizational, written and communication skills
- Ability to build and maintain lasting relationships with customers

**WORKING CONDITIONS:**

- Office and Shop floor environment
- Compliance is required regarding all Safety, PPE, and Quality requirements.

**TO APPLY:** Email resume to Ty at [TKrueckeberg@remlingermfg.com](mailto:TKrueckeberg@remlingermfg.com)