



## INSIDE SALES REPRESENTATIVE

This position will assist outside sales in growing our business and be their customer contact within the office.

### **Required Qualifications:**

- Comfortable working in a fast based work environment with a limited amount of guidance.
- Works well in a team based and small company environment.
- High level communication skills, both written and spoken.
- Ability to multi task.
- Provide high level of customer support with a focus on building relationships with existing and new customers.
- Maintain open communication channels with other departments within the company.
- High level of accuracy.
- Minimum of three years inside sales experience.
- Knowledge of Microsoft Office suite (in particular MS Word, Excel, and PowerPoint).
- Comfortable learning new software tools.
- Some knowledge of chemistry will be helpful.
- BA or equivalent experience.

### **Essential Duties and Responsibilities:**

- Generates new sales leads through market research and cold calling.
- Supports outside sales staff with generating quotes, creating purchase orders and setting up meetings.
- From time to time represents the company at conferences, workshops and trade shows.
- Maintains complete knowledge of all products and services, our target industries (customers, trends, etc.), competitors, as well as stays informed on governmental regulations pertaining to our product offerings.
- Educates customers on company products.
- Provides basic customer support by telephone (sales focused).
- Generates various sales reports.

