



Seastrom Manufacturing Company, Inc.

Job Description

Job Title: Inside Sales Representative
Department: 48 Sales
Reports To: Sales and Marketing Manager

SUMMARY:

Seeking and energetic individual who is willing to join our growing company, to make and receive customer contact and service calls within the company's family of products. Applicant must possess previous experience in telephone sales and customer service applications. This position is an inside sales and customer relationship position that will contact businesses and individuals to promote and sell custom and standard catalog parts. This position will also receive incoming calls that require more product engineering detail and manage the quoting and sales process from the beginning to its conclusion. The Inside Sales Representative will also periodically make direct sales contact in person and represent the Seastrom brand at promotional events, such as trade shows and corporate purchasing and engineering symposiums. Great for the outdoors type of person: Hunting, Fishing, Hiking, several Cycling clubs, Boating, Water sports, Winter sports of all kinds. Many of these activities can be found 5 to 60 minutes from your front door.

SEASTROM CORE BEHAVIORS:

- Professionalism: Able to follow directions, has a good work ethic, and dependable.
- Inter-personal Skills: Able to work with others and maintain working relationships.
- Problem Solving and Adaptability: Able to make informed decisions in an ever-changing environment.
- Personal Value Commitment: Demonstrate honesty, respect for others, and adherence to company standards.

Please review <http://www.seastrom-mfg.com/> to view product lines you would be working with on a regular basis.

Relocation assistance may apply
PTO accrues 2 weeks per year
Company paid Life Insurance Policy
Company paid Long Term Disability
Company assisted Health and Dental insurance premium
Voluntary Vision, Additional Life and other similar products
401K Retirement Plan
Safe, Clean & Climate controlled work environment
Drug free workplace
Typical workdays are Monday through Friday
Weekends are for you and your family!

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Creating customer relationships with businesses and private individuals to promote and sell custom and standard catalog parts
- Gathering information that will identify potential customers or determine the success of new products
- Work closely with customers and prospects to identify product solutions, and explain pricing options, in efforts to meet their needs
- Work under sales manager in executing the company's revenue and profitability strategy through the support of selling engineered fastening solutions to both current and prospective OEM, and Distribution customers
- Contacting customers following sales and quotes, to ensure ongoing customer satisfaction and increased order turn rate
- Obtaining names and telephone numbers of potential customers from sources such as telephone directories, magazine reply cards, and lists purchased from other organizations.
- Answering telephone calls from potential customers who have been solicited through advertisements
- Conducting client or market surveys in efforts to obtain information about potential customers. Maintaining records of names, addresses, purchases, and reactions of customers and prospects contacted in a methodical manner utilizing a variety of sales contact and management software
- Understand and follow Seastrom's quality system procedures and requirements
- Ability to write in the English language to properly complete forms, correspondence and logs, speak English language using proper grammar and clear diction
- Must maintain a professional appearance and mannerism
- Willing to work overtime when needed
- Willing to work any shift
- Timely arrival and regular attendance at work
- Manages time effectively, meet personal goals and work effectively with their supervisor, and other members of the team
- Other duties may be assigned

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS AND SKILLS

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum High School Diploma/GED required or equivalent combination of both education and experience preferably with sales or telemarketing.

Previous experience in fastener sales and/or distribution would be a plus, but willing to train.

COMPUTER SKILLS

Extensive knowledge of the internet and Microsoft Office applications required, specifically in Outlook, Excel, and Word; knowledge of sales contact and management software highly desirable.

LANGUAGE SKILLS

The ability to read, write and speak the English language using proper grammar and clear diction also with comprehension skills sufficient to understand safety standards and job performance expectations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to interpret instructions which may be furnished in written, oral, diagram or schedule form. Able to create and maintain all forms of graphs, charts, and diagrams.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required use hands to finger, handle, or grab; reach with hands and arms; and talk and hear. The employee is rarely, required to walk and stoop, kneel, crouch and reach. The employee is required to sit for extensive lengths of time. The employee is occasionally required to lift and/or move 35 pounds and rarely up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the environment is quiet.