

Park Supply Company

Job Title:	Inside Sales Representative	Department/Group:	Sales
Level/Salary Range:		Position Type:	Full-Time
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Candidates will not only work closely with Outside Sales employees but also work as an ambassador with responsibility for establishing and maintaining good relationships to encourage trust and loyalty with customers. They must build trust and act as support for prospects, ensuring they lead to potential future sales.</p> <p>Key Characteristics:</p> <ul style="list-style-type: none"> • Excellent interpersonal and customer service skills. • Excellent sales and negotiation skills. • Excellent organizational skills and attention to detail. • Strong analytical and problem-solving skills. • Ability to function well in a high-paced and at times stressful environment. • Always team focused <p>Duties:</p> <ul style="list-style-type: none"> • Follow up on cold and warm leads to further the sales process • Conduct calls daily and monthly face-to-face meetings with assigned customers • Understand and demonstrate the product knowledge to the customer • Set and meet sales goals and objectives set by leadership • Builds and maintains a network of sources from which to identify new sales leads. • Ensures customer satisfaction through ongoing communication and relationship management; resolves any issues that may arise post-sale. • Maintain records of all sales leads and/or customer accounts • Monitor the company's industry competitors, new products, and market conditions to understand a customer's specific needs • Provide customer product and service needs by researching products via computer system, catalog, telephone, or other reference sources • Create concise sales orders, perform quality checks to ensure that orders are accurate. • Excel in customer service while presenting a friendly, positive attitude. • Provides periodic sales forecasts. • All other reasonable duties as assigned by management. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>High school diploma, GED, or suitable equivalent. 1+ years' work experience in a similar role. Excellent verbal communication skills. Ability to work harmoniously with diverse range of people. Proficient with using tools required for this position. Proficient organizational skills.</p>			
Approved By:		Date:	
Last Updated By:		Date/Time:	