

## JOB TITLE:

Inside Sales Specialist

## JOB FUNCTION:

Inside Sales Specialist works with the sales team as a full-time on-site role located in Yorktown, VA. This is a key position responsible for managing leads, responding to customer inquiries, and building positive relationships to ensure customer satisfaction. The Inside Sales Specialist will assist in promoting our vertical conveying solutions, providing exceptional customer service, and address client needs with professionalism and efficiency.

## POSITION WITHIN THE ORGANIZATION:

Inside Sales Specialist reports directly to the Sales Support Manager.

## RESPONSIBILITIES AND DUTIES:

- Managing leads, responding to customer inquiries. And building positive relationships to ensure customer satisfaction
- Assist in promoting our vertical conveying solutions
- Addressing client needs with professionalism and efficiency
- Ability to sell products and problem solve where needed
- Work directly with the outside sales team to put together proposal packages
- Create and send out proposals
- Check proposals from others
- Follow up on proposals occasionally

## QUALIFICATIONS AND SKILLS:

Skills required for this position include:

- Effective and Good communication skills
- Works well with others as part of a team
- Strong Inside Sales and Lead generation skills
- High organizational skills when it comes to attention to details and structured work
- Eagerness to learn more about the business and grow within the company
- Proficiency in fostering customer satisfaction and providing excellent customer service
- Ability to work in a team-oriented environment and multitask effectively

The above description is only a characterization of the work and not an exhaustive list.

Page 1 of 2

The person holding this position is obliged to carry out all activities that occur and are reasonably assigned, with due observance of the law.

- Ability to maintain and deliver strong relationships with clients and team members
- Previous experience in sales or material handling is a plus
- Bachelor's degree in business, marketing, or a related field is preferred but not required
- CRM and sales management software proficiency is a plus

### **WORKING CONDITIONS:**

Inside Sales Specialist is primarily an office position; however, it may require travel in the future

Normal hours are 8:30 to 5:00, with a ½ hour lunch

Periodic weekend or evening work as required

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