

Job description for Inside Sales Coordinator

TITLE: Inside Sales Coordinator

DEPARTMENT: Sales

REPORTS TO: Sales Manager-Steve Melton

EDUCATIONAL REQUIREMENTS: Undergraduate degree or equivalent work experience

REPORTING UNITS: None

EXPERIENCE REQUIRED:

- Minimum five years' successful experience in construction products sales
- Self motivator
- Strong work ethic
- Great team player
- Excellent written and verbal communication skills
- Successful at landing new accounts
- Strong Closer

EXPERIENCE PREFERRED:

- Sales in construction materials related distributorship (commercial, residential, or both)
- Sales of concrete and masonry accessories, waterproofing materials, and fabricated rebar
- Thrives in a fast pace environment
- Computer Literate (MS Office Suite & CRM Tools)

PRINCIPAL RESPONSIBILITIES:

Time Allotment (80% of work week)

- Accessing and utilizing company provided systems to support the Sales Manager throughout the project bidding process
- Creating project files, downloading plans, scheduling and sharing this information with internal and 3rd party rebar estimating resources
- Organizing and tracking all work through the direction of the Sales Manager throughout the full project and sales life cycle
- Identifying all bidding parties for each project to ensure all prospective buyers receive a copy of our proposal prior to bid date
- Answering phone calls, responding to emails and following up with customers on behalf of the Sales Manager while he/she is out of the office in meetings, training, PDO or internal company events

Time Allotment (10%-20% of work week)

- Managing an outbound calling campaign at the direction of the sales to include calling both target customers, customers with declining sales, infrequent customers and other customers as directed by the Sales Manager

Time Allotment (As needed/required based on volume of work)

- Assisting the personnel in the branch that he/she works out of in answering telephones, filling in at the sales counter during extremely busy periods, lunch breaks, and PDO's. However, much of this will be contingent upon on time completion of all task assigned by the sales manager. (As needed/required based on volume of work)