

INSIDE SALES REPRESENTATIVE

All American Facility Maintenance – Dania Beach, FL 33312

Facility Maintenance company in Dania Beach, FL with over 20 years in the industry providing remodeling and facilities maintenance services to the retail and restaurant markets is currently seeking enthusiastic goal driven Inside Sales Representative to sell electrical and lighting products, goods, and services to customers.

OVERVIEW: As an Inside Sales Representative you will skillfully and assertively market the service, product, and support offering to the Sales Manager. The ideal candidate should have some experience in sales skills, inside sales or marketing. We are seeking candidates with strong prospecting, communication and presentation skills.

The Inside Sales Representative will be reporting to the Sales Manager and the Vice President of Operations.

KEY RESPONSIBILITIES:

- Be professional and efficient handling incoming customer calls from assigned customer base.
- Become a very knowledgeable lighting subject matter expert, with a strong ability to assist customers in specifying the right product for any application.
- Introduce new products to customers when appropriate.
- Follow up within 24 hours on quotations in an effort to write an order, or receive feedback to use in future quotations.
- Interact with Outside Sales force, the Sales Manager and purchasing to exchange customer needs information.
- Set up new accounts.
- Attend appropriate continuing education courses in the industry as directed by the Sales Manager.

QUALIFICATIONS/REQUIREMENTS

Education:

High School Diploma or G.E.D., Associates Degree preferred, A College Bachelor is a plus!

Experience:

- Ideal candidate comes with up to 2 years of experience in sales administrative support, customer service, lighting industry, facility maintenance service industry and or retail industry.
- Experience in lighting distribution or electrical system installations a plus!
- Have enthusiastic, outgoing, competitive and self-motivated attributes.
- Be a self-starter with the ability to prospect and create clients lists through cold calling, face to face selling, phone and internet search.

Knowledge:

Microsoft Suite of products including Excel, Outlook, and Word, Salesforce and or CRM software programs is a plus!!!

Skills:

- Must have expert level communication skills, verbal and written skills, ability to comprehend and construct correspondence, listening skills, telephone skills, persuading and negotiating skills, information gathering skills, presentation skills, supporting skills, and the ability to accept criticism.
- High organizational skills in managing multiple projects simultaneously.
- Building strong internal and external relationships with the team, vendors, and clients.
- High attention to detail within fast-paced environment.
- True desire to listen to clients and find solutions.

BENEFITS

- Stable employment
- 401K Program with matching contribution
- Medical, Dental, Vision, Aflac, Pre-Paid Legal Services and Life Insurance Benefits
- Advancement opportunities for outstanding performers