



Inside Parts Sales Representative

Job Summary

In this position the right candidate will be responsible for inside replacement parts sales. This position will implement sales strategies while working with current customers to select the appropriate replacement parts for machine equipment. The candidate must be patient and feel comfortable making outbound calls to current customers while researching all of the replacement parts that are available. Applicants must have exceptionally strong interpersonal, communication, presentation, computer, and organization skills, as well as a strong desire to succeed.

Essential Functions

- Approximately 75% of the calls will be outbound and 25% of the calls will be inbound
- Make outbound calls from our existing database via phone, e-mail or correspondence
- Research replacement parts through manuals and the Internet
- Work with vendors to identify parts
- Build and maintain customer relationships
- Maintain an excellent representation of our company
- Manage multiple tasks and prioritize successfully

Qualifications

- Exceptional interpersonal, oral, and written communication skills
- Strong analytical skills; creative problem solver
- Call center background preferred
- High level of professionalism and integrity; good judgment
- Bachelor's degree in Business Administration or related field preferred
- Previous sales experience preferred, but not required
- Excellent computer skills required