

Job Title – Inside Sales Representative

Location – Amsterdam, Netherlands

Position Type – Full- Time

Reporting To: Director of Global Sales

AgiLight is a global leader in the LED signage lighting industry and the preferred partner of sign companies and global brands. Our focus is to bring value to our customers by enhancing and maintaining their brand image through the benefits of our LED solutions. AgiLight (dba Acolyte) is seeking a full-time (40 hours per week) The primary focus of this position is to provide direct support to the Sales Team for a specified region.

RESPONSIBILITIES:

- Represent AgiLight in a positive and professional manner at all times.
- Arrive to work and meetings on time and in an organized manner.
- Communicate clearly and effectively with internal and external customers to provide support and build solid customer relationships.
- Coordinate Region Sales activities with Outside Sales Team and prepare for weekly sales calls.
- Provide accurate and timely AgiLight LED product estimations to customers.
- Manage daily customer orders in a timely manner (receive and confirm all orders with customer followed by providing shipment tracking or order status if on back order).
- Proactively participates in daily shipping activities to include: preparing shipping documents, ensuring accuracy, and returning paper work to the warehouse to meet daily shipping deadlines.
- Establish and conduct regular customer review calls while building follow up action plans tracked in CRM system.
- Perform duties as assigned by your Manager and or as requested by upper Management.
- Coordinate international sales and shipping as needed.

REQUIREMENTS:

- Establishes clear and measurable objectives and actions for supplier assessment.

- Must be self-motivated and able to independently manage various activities with minimal supervision.
- Maintains detailed supplier records on an on-going basis and provides additional written detail on important supplier developments or feedback by request. This includes providing weekly updates on purchasing on-time delivery performance.
- Participate professionally and freely with senior management on the business development and planning process. Proactively participate in key planning discussions.