



Job Title – Inside Sales Representative

Location – San Antonio, TX

Position Type – Full- Time

Reporting To: Director of Sales

RESPONSIBILITIES:

- * External sales calls to current and potential new customers.
- * 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.
- * Provide accurate and timely AgiLight LED product estimations to customers. (Training provided)
- * 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 Manager and or as requested by upper Management.
- * Coordinate international sales and shipping as needed.

PERFORMANCE METRICS:

- * Meet and or exceed performance goals as provided by the Director of Sales.
- * Work with all AgiLight personnel and outside contacts to satisfy customers while achieving company goals.

REQUIRED BEHAVIORAL CHARACTERISTICS:

- * Results driven
- * Detail oriented personality
- * Courteous, considerate and patient with others
- * Flexible and adaptable
- * Ability to work in a Team environment
- * Represent AgiLight in a positive and professional manner.

PERFERRED QUALIFICATIONS:

- * Inside Sales and Customer Service skills required
- * English (written and spoken) a must, Spanish language preferred second language. Other language skills a plus
- * Working Knowledge of Microsoft Office required
- * Knowledge of Great Plains preferred
- * Working knowledge of Order Entry software preferred
- * Working knowledge of Microsoft Dynamics CRM preferred
- * Working knowledge of Shipping Software preferred to include: UPS, Fed Ex, DHL and Freight carriers
- * Sign industry experience a plus
- * LED Lighting experience a plus