



Job Title:
Inside Sales

JD-009

Revision: 6/22/2017

Dept: Sales

Minimum Educational Requirements

1. Bachelor Degree, some college, or equivalent experience

Required Qualifications:

1. Previous Customer Service & Sales Experience in the Fluid Power Industry (*Preferred*)
2. Excellent organizational skills (oral and written)
3. Must have experience with MS Word, Outlook, and Excel
4. Mechanically inclined and technically competent
5. Ability to multi task

Typical Job Duties:

1. Maintain direct contact with all customers and vendors
2. Must be available for all customer calls
3. Process sales paperwork so customer shipments can be processed timely by the warehouse team
4. Process paperwork in a timely manner
5. Must follow established company pricing.
6. Must have/gain thorough product knowledge of specific product lines.
7. Monthly review of outstanding customer orders for all key customers and any key component inventory requirements.

Supervisory Responsibilities: Yes No

Salaried/Hourly Position: Salaried Hourly

Amount: DOE

Reports to: General Manager/ Inside Sales Manager

Traveled Required: Yes No