



JOB DESCRIPTION

JOB TITLE:	Inside Container Sales
CLASSIFICATION:	Non-exempt
DEPARTMENT:	Container Sales
REPORTS TO:	General Manager
SCHEDULE:	Mon – Fri, 8:00 am – 5:00 pm

POSITION SUMMARY: This position is responsible for working with numerous customers in responding to requests for quotes (RFQ's), new purchase orders, and other needed information to support customer requirements. Coordinates with other departments and functions (Production, Engineering, Sales, Purchasing, Shipping, Accounting, etc.) to effectively service the customer and process orders. Participates in new product development, cost reduction efforts and trade shows as needed.

RESPONSIBILITIES:

1. Responsible for maintaining good customer relations and communicating effectively with customers, vendors and employees via verbal, telephone, fax and email in day-to-day business operations.
2. Work with computer systems to enter and retrieve data to support daily sales activity.
3. Follow up on inquiries and prepare sales estimates and other documents to support department and customer requirements.
4. Set-up and maintain customer files.
5. Perform detailed material take-offs from internal or customer supplied drawings.
6. Coordinate with other departments to prepare cost estimates, track jobs and manage the sales process from the initial RFQ to the delivery of product to customer.
7. Helps process credit applications and follow up on collections as directed.
8. Handle customer concerns, complaints or warranty issues effectively to help ensure that the customer is taken care of in a professional manner.
9. Help with identifying new customers and with marketing efforts as needed.
10. Help with inventory and scheduling or work through the shop.
11. Responsible for customer visits and tours of Capital's facilities as needed.
12. Other duties as may be assigned.

QUALIFICATIONS:

1. One year experience in an inside or outside sales position with demonstrated ability to deal with customers.
2. High School Diploma or equivalent.
3. Proficiency in use of computers, computer application programs and internet use.
4. Typing skills with ability to type at least 35 wpm.
5. Ability to operate other standard office equipment (copier, fax etc.).
6. Able to speak English clearly and professionally.
7. Good verbal and written communication skills.
8. Must be organized and have ability to multi-task.
9. Present a professional image at all times.

[CLICK HERE TO APPLY](#)