

Inside Sales Associate



Full Job Description

Inside Sales (Floyds Knobs, IN)

Ligchine manufactures very sophisticated wireless remote and laser-guided concrete leveling machines. We have facilities in both Floyds Knobs, Indiana and Darien, Wisconsin. (www.ligchine.com). We are searching for an Inside Sales/Customer Service Representative to work in our Indiana office and employment would begin immediately. As a small company your responsibilities can shift given the needs of the company, however primary responsibilities are as follows:

Sales lead data entry -- This is a task that involves the entry of sales leads into our database, issuing quotes, catalogs and freight options. You will also assist our sales team in maintaining all sales lead updates in our database.

Shipping -- Obtaining international and domestic freight quotes for machine shipments, processing of domestic and international shipments, and filing insurance certificates.

Business analytics -- You will assist in analyzing key company data for the purposes of creating meaning decision making information.

Office/administrative -- You will assist in supply ordering, travel arrangements, filing, organizing and maintain current drivers logs and records and help to maintain an organized and clean office space.

Candidate Minimum Requirements:

- Computer skills -- Highly proficient with Outlook, Excel, Word.
- Writing skills -- Must have excellent writing skills for preparation of letters to customers, dealers or possibly vendors.
- Attention to detail -- Accuracy of data entry, processing shipments and following filing procedures.
- A strong work ethic is an absolute must as our company often spikes with workloads during new product launches and peak seasons.

Candidate skills that are beneficial for this job:

- High school education is a minimum requirement. Trade school or college education is a plus.
- Computer skills -- Basic familiarity with accounting programs (i.e. Sage 100) and CRM (i.e. Zoho) is a plus.
- Communication skills experience within structured organizations is helpful.
- Knowledge of shipment software (i.e. FedEx/UPS) a plus.
- Knowledge of domestic and international travel is a plus.

Position/Compensation - This is a well-paying salaried position that includes 10 paid holidays, 10 days of PTO. Normal hours are 8-5 M-F. Compensation will be commensurate with your skillset as outlined in candidate requirements and skills sections.

If you are interested in this position, please respond with the following information:

- A letter from you outlining why you feel you are particularly qualified for this job.

- Resume outlining previous job experiences, education and training.
- Employment references.
- Your contact information.
- Your pay rate expectations.

Interviews

Please indicate in your resume submission your preference for interview times.

Related keywords: sales, remote work from home, inside sales, inside sales representative, sales representative'

COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided or required
- Social distancing guidelines in place
- Virtual meetings

Job Type:

- Full-time
- 8 hour shift
- Monday to Friday

Pay: From \$35,000.00 per year

Supplemental Pay:

- Bonus pay
- Commission pay

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Benefit Conditions: Waiting period may apply

Work Remotely: No

Work Location: 3429 Knobs Valley Dr, Floyds Knobs, IN 47119

Education: High school or equivalent (Preferred)

Experience:

- Sales Experience: 1 year (Preferred)
- Customer Service: 1 year (Preferred)