

**Job Type**

Full-Time

**Compensation**

\$45,000 - \$65,000 yearly



# Inside Sales Job Description

## Qualifications

A successful candidate will be goal oriented, self-motivated, and able to meet deadlines, build relationships and enjoy a team atmosphere, in addition to having the following:

- Bachelor's Degree or equivalent job specific experience is preferred. Experience within the electronics industry is a plus
- Pleasant personality over the phone
- Ambition to succeed
- Proficient in MS office applications and previous experience with ERP systems a plus
- Excellent communication, time management and organizational skills
- Ability to learn quickly about NEP Electronics, our customers and industry

## Responsibilities

- Daily activities of the role include, but are not limited to:
- Quote Bill of Materials (BOM) for customers.
- Identifying new sales opportunities by working with buyers and engineers to provide quotes, technical support and data sheets, and processing purchase orders. Maintain accounts by providing customer service on orders.
- Other tasks include tracking shipments, maintaining orders, managing backlog, expediting orders.
- Identifies and develops prospective customers and constantly nurtures relationships with existing customers.
- Maintains a strong working knowledge of NEP's products, services, and their applications across all markets.
- Maintain key opportunities, customer information in NEP's CRM.
- Ensures the best possible customer experience through personal efforts in communication, responsiveness, and service as well as coordinating efforts across other departments.
- Meet and/or exceed assigned sales & revenue targets.
- Actual compensation offer to candidate may vary from posted hiring range based upon work experience, education, and/or skill level.

## Remote Work?

No

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