



Inside Sales Representative, Elko NV

Deadline to Respond: Sunday, January 15, 2012

Job Summary:

This is an hourly, non-exempt position in Elko, NV that reports to the Director of Operations of IMTECH Rubber Products, Inc., a division of RAM Enterprise, Inc. We are seeking a self-motivated, experienced inside sales professional to oversee the daily functions of IMTECH Rubber Products inside sales and customer service. The position would require an individual to have prior knowledge of Rubber Wear and Abrasion Products, and/or Bulk Material Handling applications such as heavy weight conveyor belts, idlers, pulleys and associated equipment.

Requirements:

- Experience in rubber wear and abrasion products and or bulk material handling applications.
- Ability to seek out IMTECH product sales opportunities with existing and potential customer base, using telemarketing techniques.
- Ability to negotiate competitive price and terms to secure sales over the phone.
- Computer proficiency with Microsoft office platform (including Word, Excel, Power Point and Outlook) required, previous experience with order entry systems and CRM applications recommended.
- Proven ability to communicate and work closely as a team with various departments within the organization.
- Good written, verbal, and numeric skills along with the ability to carry out verbal and written instructions.
- Ability to work in a fast paced, demanding environment required.
- Work independently with little supervision and possess self-motivation to produce required results.
- Ability to handle large bulky material, occasionally lifting heavy objects (up to 75 pounds).
- Possess a valid driver's license and reliable transportation.

Job Description: Duties include, but are not limited to, the following:

- Answer incoming calls promptly and in a professional and pleasant manner.
- Provide accurate and timely quotes, adhering to standard operating procedures (SOP).
- Follow-up on all quotes in a timely manner, ask pertinent questions to determine status of the quote.
- Build relationships with customers by establishing credibility through exceptional customer service.
- Set up new customers in MAS90, gather pertinent information and submit to accounting for approval.
- Maintain Industry Standards of product knowledge, through education and researching competition.
- Process all sales orders into MAS90 system, following standard procedures for Order Entry.
- Process all billings within 24 hours.
- Follow-up with customers for collection or unpaid and past due invoices.
- Provide accurate information to accounting department for monthly journal entries.
- Update information in MAS90 as needed: customer information, product descriptions, list prices, vendor updates, etc.
- Update, maintain, and reconcile bookings log and quote log on a daily basis.
- Work closely with the Director of Operations to make sure products are priced appropriately.
- Month end inventory, make sure all orders and transfers are entered into MAS90.



IMTECH Rubber Products, Inc.

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- Assist accounting and warehouse team to ensure month end inventory is accurate.
- Assist warehouse team when needed to arrange freight and logistics connections for orders (sales & purchases).
- Work with warehouse team to ensure appropriate min/max levels of inventory are maintained and make recommendations for re-order points.
- Maintain a clean, organized work area.
- Maintain high level of quality that benefits quotes, sales, inventory, order fulfillment, shipping and receiving programs.
- Maintain standards of health, safety, hygiene and security in the work environment, and possess proper safety training and required licensing.
- Adhere to company policy and procedures.
- Additional job duties as assigned by management.

If you are interested in applying for this job, please contact Susie Shurtz in the Corporate HR Department:

Susie Shurtz (775) 738-3997
sshurtz@ram-enterprise.com

IMTECH Rubber Products is a Division of RAM Enterprise, Inc. and is an equal opportunity employer.