



JOB DESCRIPTION

Job Title: Inside Sales
Reports To: Sales Manager
Department: Inside Sales

Experience and Requirements:

- Experience in the metals industry (preferred)
- Knowledge of structural products, specifically structural shapes (WF, CH, L, Bar), plate and structural tubing (preferred)
- College degree (preferred)
- Strong interpersonal and organizational skills
- Ability to handle busy, stressful situations including multi-tasking
- Solid Computer skills, especially in working with spreadsheets
- Strong Math skills, particularly changing units of measure
- Ability to handle busy and time sensitive situations, including multi-tasking

Job description includes, but is not limited to:

- Build and maintain teamwork with all employees and customers
- Be responsible for accurately converting quotations into orders
- Follow up on quotations and orders in process
- Coordinate with processing order completion and customer expectations regarding delivery and quality control
- Develop relationships with key and prospective customers
- Participate in the communication with outside sales

The company may change these job requirements at any time and employees may be required to follow other job related instructions and to perform other job related duties at the direction of the supervisor. This job description does not alter the at-will nature of employment.

Employee's Signature

Date

Supervisor's Signature

Date

SERVING INDUSTRY SINCE 1915

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