

**JUNIOR CALIBRATION ACCOUNT MANAGER – INSIDE SALES**

**POSITION SUMMARY:**

The Junior Calibration Account Manager is responsible for calibration sales and assisting their Sales Representative on growing and maintaining their respective territory. Day to day priorities with consist of assisting in making out bound calls, following up with customers, and ensuring services are performed in a seamless manner.

**RESPONSIBILITIES:**

Primary

* Maintains a can-do attitude
* Passionate about finding and identifying new and existing customers by telephone in order to solicit sales for calibration services
* Delivers prepared sales talks, reading from scripts that describe calibration services, in order to persuade potential customers
* Works cohesively with their given Sales Representative to maintain customer communication and sales pipeline to hit established goals and objectives
* Works to understand van calibration capabilities and engages with operations to expedite quote processing
* Processes incoming PO; receive, evaluate, and respond to written or telephoned customer inquiries in a timely manner
* Communicates clearly. Establishes clear expectations of Alltite’s capabilities to customers in order to effectively utilize internal workflow processes for a better customer experience
* Ensures accurate and timely collection of all pertinent customer information in the CRM, the ERP and Alltite’s internal TorqueWare™ cloud-based asset management system

Secondary

* Flexible and responsive to customer needs, answering questions in a timely manner
* Professional and timely communication to supervisor and internal personnel
* Acts as liaison between customers and Accounting to ensure quick setup in the ERP
* Assist with pricing management and back up as needed
* Complete other special projects or duties as requested
* Willing to take on additional tasks in order to help the success of the company
* Is responsive to change

**QUALIFICATIONS:**

* Bachelor’s degree or equivalent sales experience and education
* Must demonstrate ability to problem solve, learn new processes and change as needed
* Proficient in Microsoft Office with strong verbal and written communication skills
* Ability to convey complex ideas, and thoughts via written and verbal communication in a timely fashion
* Ability to adjust to varying customer and co-worker communication styles and personalities
* Ability to lift 50 lbs. without aid on occasion and ability to sit at desk for four hours using computer

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Preferred qualifications or skills:**

* Understanding of the sales process
* Experience in with Microsoft Dynamics GP or other ERP systems
* Experience with CRM software

**Compensation:**

Non-exempt position, base wage plus bonus

Revised February 12, 2019