

1. JOB TITLE

- Inside Sales Specialist

2. REQUIREMENTS

- Bachelor of Science in Industrial Distribution or Equivalent
- Entry Level Status
- Good interpersonal and customer service skills
- Technical background preferred

3. RANGE OF DUTIES

Inside Sales

- Together with the Inside Sales Manager, review and prepare answers to RFI/RFQ/RFP's by proactively scoping the technical solution required to address customer specifications
- Technical Review of Capital Project and technical document exceptions
- Technical compilation of Scope of Supply and Sizing Calculations for out meter offering.
- Understand flare gas meter technology to determine if process conditions fall within our meter parameters.
- Commercial terms and conditions review to understand risk management

Project Management

- Conversion from quotes to orders into the system Via Salesforce and Syspro
- Order processing in Salesforce and Order Entry in Syspro
- Initiate complete Project Timeline from PO placement to shipment
- Work with vendors and award Purchase orders within guidelines.
- Enable Inspection Test Plan Procedures with customers
- Keep track of cashflow in coordination with Accounting Controller
- Be able to manage multiple projects at one time

Logistics

- Understand operations through our 3rd party logistics provider
- Manage material receipts accordingly.
- Coordinate with warehouse for consolidation of all material and prep for shipping
- Any other logistics tasks that may be required at that point in time.

Document Control

- Work diligently with EPC and Engineering firms with managing Standard Document Registers
- Manage publishing of Transmittals for critical orders by set due dates.
- Implement any changes customers' have on a document control front
- Keep up with documents approvals until all documents are approved by engineering firms associated with a particular project.
- Perform all additional, agreed tasks at highest quality level.
- Other duties that the employee may be delegated to.