



Inside Sales Representative

Job Description:

This role is responsible for providing a premier experience through every interaction with the Allen brand, company, and associates in a fast-paced environment.

Essential Duties and Responsibilities:

- Provide 100% customer satisfaction to our Pro Dealers, Rental Centers, Rental Reps, and our AEC Sales Team.
- Order entry: processing information to send parts and equipment to customers.
- Help close deals or solve problems in the field for/with our AEC salesmen.
- Take orders from customers who walk in to buy equipment and/or parts.
- Use our CRM system to create quotes for equipment and freight for customers.
- Make at least 15 outbound sales calls for various AEC call programs.
- Coordinate used equipment sales from AEC's Repair Facility.
- Help coordinate daily shipments including production and shipping information.
- Research equipment for our engineering and sales departments.
- Ensure our CRM system is updated with customer information.
- Other duties as assigned.

Requirements:

- Proficient in Microsoft Office, specifically Word and Excel.
- Experience in an ERP system.
- Must be able to multitask in a fast-paced environment.
- Must be able to calculate discounts, freight percentages, etc. to accurately generate quotations.
- Excellent verbal and written communication skills.
- Detail oriented with respect to documentation and organizational skills.
- Must be a team player with a positive, upbeat attitude, and be willing to work flexible hours.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Times of extended travel by plane and/or car may be required.
- Must be able to lift 15 pounds at a time.

