

INSIDE TECHNICAL SALES

Job description:

Duties include but not limited to:

- Fielding of customer inquiries received by mail, phone, fax or email
- Advising, within the individual's level of understanding, the application of instrumentation products
- Preparation of quotations
- Processing of customer orders
- Preparation of dimensional and wiring drawings and other documents that may be required by the customer
- Follow up of quotations
- Engaging in other activities as needed to fully satisfy the customer
- Other duties as assigned by the Sales Manager and/or Inside Sales Supervisor

Qualifications:

- Post secondary technical education, preferably in instrumentation, control or electronics
- Computer literacy, including a working knowledge of Microsoft Office
- Good people skills
- Good organizational and prioritization skills
- Ability to work under the pressure of short deadlines
- Previous experience with industrial instrumentation is desirable but not essential
- Knowledge of ISO 9001 Quality Management System