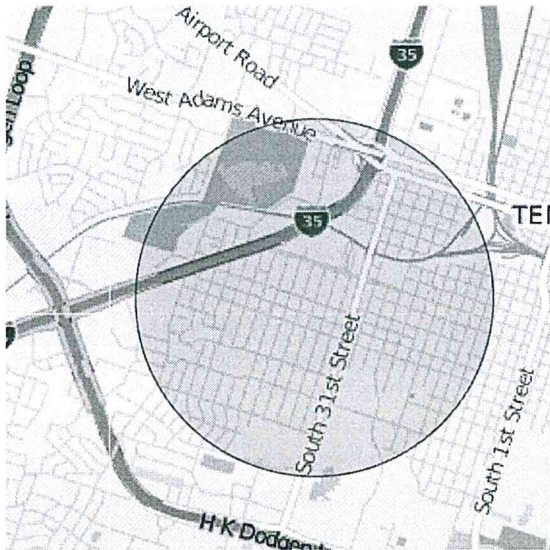


Posted 7 days ago on: 2017-02-01 9:59am

Contact Information:

Sales Coordinator (Temple)



compensation: \$ 12.00 to \$ 14.00 per hour DOE

employment type: full-time

Nan Vaden's Temple Temps is looking for individuals with experience as a Sales Coordinator. If you have this experience and are interested, please come in and fill out an application. We take applications Monday-Thursday 9am-4pm. You will need 2 forms of identification and a resume would also be helpful.

QR Code Link to This Post



DESCRIPTION:

The Inside Sales Coordinator develops quotes with prices and credit terms as well as sales contracts for orders obtained. The ideal candidate needs strong communication skills (written and oral) and must be proficient in MSOffice with a strong attention to detail. Previous exposure to AutoCAD a plus, but not required. Any previous experience working for an equipment manufacturing company would be a bonus. (As always bi-lingual is also an asset. . .)

Inside Sales Coordinators coordinate with the company's Outside Sales Staff selling Equipment to business establishments. They return developed Quotes with prices and credit terms as well as prepare sales contracts for orders obtained. The Coordinator may also sell standard, off the shelf, catalogue items. This position must interact closely with the Planning Department to accurately estimate date of delivery to customer based on the company's production and delivery schedule. Inside Sales Coordinators are detail-oriented employees who represent the company to people outside the organization as well as to all levels of internal employees. Successful Inside Sales Coordinators are excellent communicators with strong listening skills, a pleasant telephone voice and a professional demeanor. The Coordinators interact with all levels of management, supervision and their peers and must be able to work independently and in cooperation with other employees. Inside Sales Coordinators always remain positive when speaking with customers.

ESSENTIAL KNOWLEDGE, SKILLS and ABILITIES and OTHER ATTRIBUTES:

- * Proficiency with MSOffice (Word, Excel, Access) and Outlook.
- * Familiarity with AutoCAD preferred but not required.
- * Previous exposure to MRP system a plus.
- * Ability to calculate figures and amounts such as discounts, interest, commissions and percentages.
- * Customers-service attitude with a pleasant phone voice and a neat, clean professional appearance.
- * Bi-Lingual Spanish/English preferred but not required.
- * Hours are Monday through Friday 8:00am to 5:00pm with occasional overtime.

315 W Ave M
Temple TX 76504