

JOB DESCRIPTION - EXEMPT

Position Title:	Inside Sales Representative			Position # or Level :	
Department:	Sales & Marketing		Reports to:	Regional Sales Manager	
Employment Status:	Full Time	Pay Grade or salary range:		% Travel Required	0-5%

Position Summary: This position focuses on selling products or services to customers primarily through phone, email and other virtual communication methods, aiming to generate leads, foster relationships, and close deals.

Sales Activities:

- Communicate with customers to understand their needs and requirements and identify sales opportunities.
- Generate and issue quotes.
- Quote follow-up and negotiation.
- Convert quotes to sales orders.

Communication and Organization:

- Build rapport with repeat customers.
- Maintain accurate records of customer interactions and sales activities.
- Use *SalesForce* CRM systems to track leads and manage the sales pipeline.
- Communicate effectively with customers and internal teams.
- Prepare reports on sales activities and performance.

Product Knowledge:

- Develop a strong understanding of the company's products and services.
- Stay up to date on industry trends and competitor activities.

Minimum Qualifications

- Proficiency in using *SalesForce* CRM software and other relevant tools.
- Must be a US Citizen or legal Permanent Resident
- Excellent communication, interpersonal, and customer service skills.
- Strong sales and persuasion skills.
- Ability to build rapport and establish trust with customers.
- Ability to work independently and as part of a team.
- Proficient using Microsoft Office Suite, Outlook email and database systems.

Preferred Skills:

- Prior experience working in a contract manufacturing environment preferred
- Backend semiconductor process experience highly preferred
- Familiarity with working in an ISO 9001/13485, AS9100, or ITAR environment is highly preferred