

Ohio Medical Corporation

Job Description

Job Title: Inside Sales Pipeline & Systems Quoter

FSLA Status: Exempt

Department: System Sales

Reports To: Business
Development Manager

Approved By:

Approved Date:

SUMMARY

Provide timely and accurate equipment consultations, quotes to customers, distributors and sales personnel. Handle input and process of orders for customers and acting as technical liaison to the sales team. Prospecting new sales opportunities in assigned territories.

ESSENTIAL DUTIES AND RESPONSIBILITIES of Combined Inside Sales and Estimator

- Provide consultation and technical assistance to our customers, distributors and salespeople regarding our products, quotes and services using established guidelines.
- Determine cost estimates and contribution margin on standard and non-standard products.
- Consult with the Engineering Dept. on complicated specifications.
- Review customer purchase orders and enter into the ERP system.
- Become knowledgeable on the use of company's ERP software for quoting and order entry.
- Create and forward submittals per order requirements.
- Perform plan drawing take-offs for pipeline as needed.
- Notify sales personnel regarding ongoing quote and order status in a timely and effective manner.
- Log and maintain quote requests in a timely and effective manner.
- Increase gross dollar volume each year by marketing products to target customers.
- Prospect and maintain new customers and sales in assigned territories from an Inside Sales position.
- Develop target sales and marketing program as approved by manager.
- Develop and maintain customer contact database in Saleslogix
- Maintain quoting log in Project Workbook
- Provide all other reports and feedback to manager as required.
- Participate in any training as required by manager.
- Participate in Departmental meetings.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/ or Experience

An Associates Degree, Bachelor's Degree preferred in Engineering or Business, or comparable experience. 2 years experience in technical sales, preferably in pump/ compressor systems.

Language/ Soft Skills

Ability to read and comprehend English instructions, customer correspondence and technical documentation. Ability to effectively communicate information with other employees of the organization. Must possess superior oral and written communication skills. Must show attention to detail and be able to multitask. Must possess organizational scheduling skills.

Mathematical Skills

Ability to add and subtract using whole numbers and be able to calculate and understand percentages.

Reasoning Ability

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Must be well organized and detail orientated.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or touch objects, tools, or controls. The employee frequently is required to stand, or sit for long periods of time. The employee is occasionally required to walk; sit; reach above the shoulders; stoop, kneel, or crouch; and talk or hear. The employee must have adequate vision for assembly and inspection of small components. The employee must regularly lift and/ or move up to 10 pounds, frequently lift and/ or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually loud.

Employee Acknowledgement _____

Manager Signature _____

Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.