



**Staff Talent. Build Solutions. Engage Community.**

## Job Description

**Job Title:** Inside Sales Representative  
**Location:** San Jose, CA  
**Pay Range:** \$21 - \$26

To assist the Area Sales Manager to grow the business, Inside Sales Representative position will also be a liaison across different functions & support

### Essential Duties and Responsibilities:

- Supporting ASM and help move things along for customers when the ASM is unavailable
- Respond to all emails in a timely manner
- Primary contact window for all customer related issues (expedite, FA, RMA etc.)
- Primary contact window for all customers' inquiries (price questions, L/T, product information, sample request)
- Support across different work as a liaison between Sales, Finance, Quality, Marketing & Shipping
- Business realization tracking for ASM/Rep
- Regional Rep performance report
- Key accounts – Quarterly/Annually Award analysis, contract price file preparation
- Key accounts contract loading
- Sample & Opp Tracking
- Back-up for team members

### Minimum Qualifications and Experience:

- BS or BA Degree
- 2+ years' experience
- Proven ability to work under stress
- Proficiency in Excel
- Oracle and ModelN experience preferred
- Excellent communication/negotiation/closing skills with customers and internal clients
- Aggressive, great attitude, strong organizational skills and a self-starter
- Ability to network and leverage a virtual team of resources
- Desire to work in a competitive environment