

## JOB DESCRIPTION

DATE: 4/19/2022 MGR/SUPV: Sales Manager

JOB TITLE: Inside Sales Estimator

DEPT: Sales JOB STATUS: Non-Exempt

DIVISION: \_\_\_\_\_ LOCATION: Elk River, MN

### JOB SUMMARY:

This position is responsible for sales of company products and services through the companies authorized dealer network in partnership with Regional Sales Managers.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include but are not limited to, the following:

- Work in partnership with Regional Sales Managers to maintain and develop the existing dealer network to promote the sales of company products/services and support the companies current installation base.
- Meeting established sales and revenue goals.
- Work with management and Regional Sales Managers to execute market strategies & goals for each product and service.
- Obtaining and coordinating data between dealers and the company.
- Maintaining an up-to-date awareness of activities within a territory, general industry trends, and government regulations
- Work with Regional Sales Managers, engineers, and manufacturing to prepares prompt and accurate proposals of company products to dealer network at a price which will provide a profit to the company.
- Follow up on proposals and sales leads
- Respond to dealer/end users requests for information on pricing, engineering, product applications, deliveries, and billing questions.
- Follow all established department procedures and company policies.
- Review customer orders for accuracy and enter orders into the companies computer system for processing
- Manage orders to ensure we are meeting agreed upon timeline and design requirements.

### KNOWLEDGE, SKILLS & ABILITIES:

Ability to work with and lead teams to deliver world class customer service. Strong mechanical aptitude, able to read construction and fabrication drawings, excellent oral and written communication skills, proficient with Microsoft office products, and creative problem-solving skills. A demonstrable capacity to keep abreast of new technology trends and how they would apply to real-world projects. Prior sales and customer service experience is a plus but not required.

### PHYSICAL DEMANDS:

While performing the duties of this job, the employee may be required to sit for long periods. Frequent keyboard & computer use - occasional filing - some bending and stooping - occasional lifting requirement of up to 25 pounds (with assistance if necessary).

### WORKING CONDITIONS:

Normal office environment with occasional travel