



<b>Position Title</b>	<b>Inside Sales Representative</b>	<b>Position Code</b>		<b>Eff. Date</b>	01/01/2025
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<b>Job Code</b>		<b>EE Type</b>	Salary	<b>FLSA</b>	Exempt
<b>Location</b>	AMICO Corp.	<b>Department</b>	Sales		
<b>Reports to</b>	National Sales Manager	<b>Direct Report</b>			

**Position Summary**

Provides quotes and takes incoming orders for corporate products from businesses and individuals

**Primary Accountabilities** (Essential duties:)

- Represents the company in a professional, courteous, and expeditious manner
- Handles inbound sales calls, fax and e-mail inquiries from potential and existing customers to sell products and services
- Makes outbound calls to promote and sell AMICO’s products.
- Interpret customer needs, quotes prices, delivery terms, and credit terms, and create sales orders from orders received
- Overcome business and technical objections of prospective customers
- Provides product samples on request to customers
- Support and enable new customer and OEM sales growth efforts, such as new part creation and new account setup (Gatekeeping)
- Enters new customer name and contact information into computer database
- Continually improve in product and market knowledge
- Initiates the customer service request when required
- Processes cancellation and change orders when required
- Monitors status on all open orders. Researches late orders
- Maintains inventory for blanket order customers
- Contacts vendors and outside sales processing for pricing
- Works with outside sales and NSM to solicit new opportunities as well as developing existing cutomers.
- Works with outside sales representative to keep account activities and literature up to date.
- Works closely with the shop supervisors to prioritize work and schedule late or blanket stock order runs
- Develop ability to quote items not in internal pricing system
- Assures timely quote follow up
- Assumes other responsibilities and performs other tasks as determined necessary by the National Sales Manager
- Maintain regular, reliable and punctual attendance as fundamental function of the role.

**Secondary Accountabilities**

In addition to the primary accountabilities listed above, individuals may perform other duties as assigned.



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**Supervisory Responsibilities**

This position does not have any supervisory responsibilities.

**Position Qualifications** To perform this job successfully, an individual must be able to perform each primary accountability satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Additionally, the physical demands and the work environment typically encountered are listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Education / Experience** (an equivalent combination of education and experience required to successfully complete the primary accountabilities is indicated below)

Degree: Associate's or Bachelor's Degree preferred

Years of Experience: 3-5 years related sales experience

**Competencies / Technical Skills**

Core Competencies : Fostering Teamwork; Managing Performance; Building Collaborative Relationships; Customer Orientation; Result Orientation; Personal Credibility

Organizational Competencies: Initiative; Developing Others; Influencing Others

Technical Skills: Microsoft Applications; expertise in Excel and other data management tools as well as PowerPoint

**Licenses / Certifications**

None

**Physical Requirements**

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 sit, talk and listen. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.



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**Work Conditions**

Environment: Office

Travel: Minimal

The work environment characteristics described here are representative of those and 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.

The noise level in the work environment is usually quiet.

**Employee Acknowledgement**

I have read and understand all of the above. I have reviewed the accountabilities for which I am responsible, as well as the minimum requirements of this position with my Supervisor or Human Resources. I understand that this document does not create an employment contract and that I am employed on an “at will” basis. In addition, I understand that it is my responsibility to regularly review (at least annually) the Accountabilities and Qualifications listed above as they will be utilized, in conjunction with other information, in the determination of salary grades, setting performance objectives, establishing training and development needs as well as other Human Resource activities.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_