



<b>Position Title</b>	<b>Inside Sales Specialist, Security</b>	<b>Position Code</b>		<b>Eff. Date</b>	11/01/2025
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<b>Job Code</b>		<b>EE Type</b>	Salary	<b>FLSA</b>	Exempt
<b>Location</b>	Birmingham	<b>Department</b>	Sales		
<b>Reports to</b>	Sales Operations Manager	<b>Dotted Line Report</b>			

**Position Summary**

To solicit perimeter security solutions sales through the qualification and cultivation of sales leads, including but not limited to the follow up of active projects from the initial planning stages through installation.

**Primary Accountabilities** (Essential duties:)

- Effectively and promptly handle all forms of correspondence (phone, e-mail, fax, and letter), representing the company in a professional, courteous, and expeditious manner. This includes answering unsolicited inbound phone calls.
- Pursue new perimeter security solutions opportunities working in conjunction with outside sales, independent reps, project managers and the National Sales Manager.
- Process perimeter security solutions orders from the inquiry/quote stage through the invoicing stage ensuring expediency and accuracy. This includes interpreting customer needs, quoting prices, lead times and delivery terms as well as credit terms.
- Prepare and deliver new business proposals to prospective customers via phone and/or webinars, establishing customer relationships through sales pipeline from target to initial interest to conversion.
- Coordinate with customer service for status on orders from related plant departments in ensuring the delivery commitment to clients is met.
- Providing effective web-based product presentations for potential customers.
- Emphasizing service or product features and benefits, discussing credit terms, quoting prices, and preparing sales order reports or forms.
- Manage Security Project Tracking log, following up with appropriate parties to ensure that any unaddressed needs are met.
- Work in conjunction with the Supply Chain group, vendors and the Shipping Department to ensure delivery of products to customer on-time and as promised.
- Serve as gatekeeper for Amicosecurity.com website by screening visitors requesting access secure webpages containing data and entering as leads into contact tracking system.
- Review Formal Bid Request documents and knowledgably identify opportunities where AMICO security fence products can be offered versus other types of fence (chain link, ornamental iron, etc).Develop, implement, and utilize metrics for analyzing and tracking Perimeter security solutions business.
- Attend and participate in meetings and trade shows pertinent to the perimeter security solutions business.
- Continually improve in product knowledge on all AMICO products as well as market knowledge.
- Coordinate efforts with outside sales and independent reps to keep account activities, literature and samples and mock-ups up-to-date.



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- Work closely with Supply Chain, planners and production supervisors to ensure that committed lead times are adhered to
- Provide product samples to customers and potential customers upon request.
- Serve as a back-up for the ANC Inside Sales Rep in his or her absence.
- Maintain regular, reliable and punctual attendance as a fundamental function of the role.

### **Secondary Accountabilities**

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

### **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 accommodation 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: Bachelor's Degree preferred

Years of Experience: 1-year 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

### **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.

