

## CAREER OPPORTUNITY

DATE: **November 29, 2017**

POSITION: **INSIDE SALES ASSOCIATE**

DEPARTMENT: **INSIDE SALES**

JOB # **572012-01**

LOCATION: **SOUTH SAN FRANCISCO, CA**

AVAILABILITY: **IMMEDIATE OPENING**

### QUALIFICATIONS

- Bachelor's degree or a combination of education and experience preferred
- 1 year of sales experience preferred
- Aptitude towards learning new software and web-based resources
- Must be able to work comfortably with Microsoft Office Suite
- Excellent written and verbal communication skills necessary. Bilingual language ability a plus
- Ability to work independently and in a fast-paced environment
- Must be able to multi-task and manage time efficiently
- Strong organizational skills with the ability to be detail-oriented and accurate
- Outstanding attendance is essential
- Outgoing personality with the ability to get along with a wide range of personalities
- Professional appearance and attitude is a must
- Must have strong career driven aspirations in order to achieve skill-based promotions within the department
- Interest in technological driven hardware and solutions beneficial

### ESSENTIAL JOB FUNCTIONS:

- Work closely with customers, suppliers, and internal Steven Engineering staff to identify and evaluate customer requirements and solve issues
- Assist Inside Sales Representatives with quotes, order-processing and general customer support
- Develop relationship and build rapport with Field Sales team in order to attain new business opportunities over time
- Handles incoming request via phone, email and other business media
- Participate in call center general sales queue and generate sales with new and existing customers
- Become well-educated and experienced with the Company operations and process flow of the sales cycle

- Learn to create contracts, special stock and pricing programs
- Develop product-based knowledge and promote to our customers
- Utilize manufacture's websites for product status information
- Follow up with manufacturer leads on new and existing customers
- Perform sales activities to ensure superior levels of customer service
- Learn product technologies and applications. Training will be provided by both onsite sessions with manufacturers and self-paced online medias

### **HOURS OF WORK:**

8 am to 5 pm, with mandatory attendance required for seminars, sales meetings and other work scheduled outside of normal working hours, in addition to usual functions necessary to complete the job.

### **STEVEN ENGINEERING PROMOTES AND THRIVES IN A TEAM ENVIRONMENT.**

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. Steven Engineering reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. It is Steven Engineering's desire and process to hire candidates best suited for the position and to seek employees that meet the criteria for the position without regard to age, ancestry, color, disability, ethnicity, marital status, medical condition, national origin, race, religion, sex, sexual orientation, protected veteran status or on the basis of disability. Steven Engineering is a diverse workforce and, as such, every effort is made to encourage women and minorities to apply.

Steven Engineering will consider qualified applicants with criminal histories in accordance with the San Francisco Fair Chance Ordinance and the Los Angeles Fair Chance Initiative For Hiring Ordinance.

### **HOW TO APPLY:**

Internal Candidates – Please contact a member of your Human Resources team for an Employee Transfer Request Form.

#### **Submissions by e-mail: [hr@steveneng.com](mailto:hr@steveneng.com)**

Our job number **572012-01** MUST be referenced on the subject line to be considered for this position.

**Online: [www.StevenEngineering.com/Corporate/EmployOpps.html](http://www.StevenEngineering.com/Corporate/EmployOpps.html)**

#### **Submissions by fax: 650-266-6728**

Our job number **572012-01** MUST be referenced on the cover letter or resume to be considered for this position.

EDD

Rev 01/08/2018