



INSIDE SALES

FLSA:	Non-Exempt, Hourly	Shift:	7:30 AM to 4:30 PM
Location:	TBD	Department:	Pumps
Reports to:	Pump Product Manager	Date:	March 26, 2021

Position Summary:

The Inside Sales position will be responsible for researching, selecting and preparing bids/quotes on projects within Brabazon's territory. They will find future and current projects utilizing various websites, contractors and outside sales. They will review plans/specifications and determine if BPC's products fit the scope. Quotes/bids for these projects will be created and delivered to outside sales, contractors or end users. Be responsible for customers' orders from entry thru completion. The Industrial Sales Estimator role must be able to establish and maintain strong relationships with both internal and external customers.

Essential Functions:

The list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

- Find current and future bidding projects using websites, contactors and Outside Sales.
- Review the specifications of the equipment in the bid, work with Engineers to have our equipment approved if needed.
- Consult with the manufacturers to verify equipment is within specifications.
- Prepare quotes/bids and deliver to outside sales, contractors or end users.
- Maintains productive relationships with existing and new customers.
- Communicates shipping status of open orders to customers.
- Handles return parts/orders and warranty issues for part orders.
- Enter sales orders for awarded projects and assist with management of them through to close.
- Responsible for billing in a timely manner, managing open order report and invoices on all drop shipment orders.
- Demonstrates excellent attendance, punctuality and a positive attitude.
- Performs additional duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma / GED equivalent is required; however, a 2-year degree or higher is preferred.
- Intermediate computer skills with Microsoft Word, Excel, and Outlook, and CRM.
- Self-motivated with a strong sense of customer service.
- Ability to work as a team with internal and external staff members.
- Have solid organizational skills with the ability to multi-task.
- Possess strong mechanical understanding/aptitude.
- Ability to effectively communicate, both in writing and verbally, with people of various educational and technical backgrounds, both inside and outside the company.
- Previous experience with pumps, compressors, and vacuum equipment is an asset, but not required.

Physical Demands:

- Must wear and use proper PPE at all times when in the shop/warehouse area.