



## Inside Sales Representative

Arbitech is a thriving and established company recognized as the leading alternative distributor of computer products in the United States. Arbitech employees enjoy exemplary benefits and amenities, in a fast paced and fun environment.

**We are looking for an Inside Sales Representative to support our Senior Account Executives.**

### **Candidate must possess the following:**

- Bachelor degree preferred or at least 1 year of work experience
- Proficient in Excel/Word
- Ability to handle a demanding fast paced environment
- Excellent customer service and professional demeanor
- An eagerness to learn and an earnest self-driven attitude
- Inside Sales or Business Development background preferred though not mandatory

### **Duties and responsibilities include, but are not limited to:**

- Build rapport with customers and after training, be able to provide technical information and explanations
- Make daily outbound calls to prospective and current clients
- Complete and follow up on all quotes
- Track account data through the company CRM system
- Process sales orders as well as communicate estimated time of arrival to fulfill the orders
- Process RMAs as needed
- Update job knowledge by studying new products and participate in educational opportunities
- Attain organization goals and assist in forecasting customer goals

If you are driven, resourceful, able to solve problems and think on your feet, we want to talk to you. Positive, energetic, roll up your sleeves attitude is a must. The ideal candidate will demonstrate organizational, interpersonal, analytical and problem solving skills. As well as demonstrate a high level of personal initiative without constant supervision.

