



## Inside Sales Assistant

Arbitech is currently looking for an Inside Sales Assistant to support one of our growing teams.

### Candidate must possess the following:

- Bachelor degree required or at least 1-2 years of related 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

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

- Ability to build rapport with customers
- Track account data in excel as well as thru the company CRM system
- Keep all data up to date and organized
- 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

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.



Arbitech is a thriving and established company recognized as the leading alternative distributor of computer products in the United States. Frequently awarded one of the best places to work in Orange County, Arbitech employees enjoy unmatched benefits and amenities in a fun and fast paced environment. To learn more about us - visit [www.arbitech.com](http://www.arbitech.com)