



## Inside Sales Representative

Arbitech is currently looking for an Inside Sales Representative to support one of our Senior Account Executives.

### Candidate must possess the following:

- Bachelor degree required and at least 1 year of work experience
- Inside sales or Sales Development background with a technology company preferred though not mandatory
- 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:

- Build rapport and after training, being able to provide technical information and explanations
- Make daily outbound calls to prospective and current clients
- Complete and follow up on all quotes
- 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.



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)