

NOTICE OF JOB OPENING



Position/Title: INSIDE SALES REPRESENTATIVE Department: **Sales**
Report to: Branch Manager, Oscar Chavez EXEMPT
Pay Scale: DOE Location: **SANTEE, CA**

POSITION SUMMARY:

Developing and nurturing business relationships with our customers by providing a timely and accurate solution to their needs.

ESSENTIAL JOB FUNCTIONS:

- Field Incoming Sales Calls
- Quote pricing and availability as needed
- Key Sales Orders
- Understand and relate customers' needs and requirements.
- Have a firm understanding of pricing guidelines and market knowledge.
- Close sales and meet or exceed monthly projections and goals
- Make outbound calls to follow up on inquiries
- Develop new sales leads through research and follow up
- Effectively communicate shipping details with the warehouse

REQUIRED SKILLS (EXPERIENCE AND EDUCATION):

- Minimum of 2 years sales experience in the metals industry.
- Excellent verbal and written communication skills
- Proficient computer skills
- Strong negotiations skills
- Valid state driver's license

PREFERRED SKILLS (EXPERIENCE AND EDUCATION)

- 4 year degree preferred but not required
- Fluent in speaking and understanding Spanish.

**INTERESTED APPLICANTS SHOULD EMAIL RESUMES AND COVER LETTER
TO OSCAR CHAVEZ OSCAR@TOTTENTUBES.COM**

Position Posting Date: **01/19/22** Position Closing Date: **Fill Date**

This company is committed to the principles of equal employment opportunity and is committed to making employment decisions based on merit. We are committed to complying with federal, state, and local laws providing equal employment opportunities, as well as all laws related to terms and conditions of employment. The company desires to keep a work environment free of sexual harassment or discrimination based on race, religion, color, national origin, sexual orientation, physical or mental disability, marital status, age, or any other status protected by federal, state, or local laws.
