

Job Title	Inside Sales Rep	Date	11/26/2024
Department	Sales & Marketing	Manages Employees	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Reports To	VP of Sales & Marketing	FLSA Status (to be completed by HR)	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Revision	B		
Summary (Main Purpose)			
<p>The Inside Sales Representative will play a key role in driving revenue growth by managing the sales and quotation processes, leveraging strong negotiation and pricing strategies to secure profitable opportunities. This position requires in-depth knowledge of multiple product lines, SAP programs, logistic strategies, and the ability to create strategic, competitive quotes that result in sales.</p>			
Job Duties and Responsibilities (Essential Functions)			
<ul style="list-style-type: none"> • Sales, negotiations, pricing, and building relationships. • Knowledge of multiple product lines and pricing strategies required to generate quotations that result in profit for the organization. • Knowledge of SAP programs used to support the Quotations process. • Knowledge of logistics strategies. • Mathematical skills. • Organizational and time management skills. • Oral and written communication skills. • Negotiation skills. • Ability to work with people at all levels of the organization. • Ability to project a positive and professional image on behalf of the Company. • Ability to maintain and grow product knowledge and applications. • Ability to think strategically to create a quote that will result in a sale. • Ability to develop and build relationships at all influence points. 			
Required Skills and Experience (Minimum requirements in terms of educational background, work experience, licenses/certifications or other knowledge, skills, and abilities).			
<ul style="list-style-type: none"> • Minimum 5 years' experience. • Knowledge of Electrical Power Distribution Equipment required. • Experience with an ERP system. • Working knowledge of Microsoft Office products, including Outlook, Excel, Word, PowerPoint. • Ability to work in a team environment to accomplish daily tasks. • Superior problem solving, project management and analytical skills. • Demonstrated ability to work independently making sound design decisions for a week at a time. • Diligent and resourceful in seeking solutions to problems and adapting to new situations. • Ability to read and interpret specifications/narratives and blueprints for all trades that impact electrical. • • Knowledge of what States Mfg builds. • Project Management Skills a must 			

- Experience in the electrical field

Additional Skills and Experience *(Preferred or helpful)*

- Ability to build and foster long-term relationships and effectively interact with a variety of personalities; follow through with commitments.
- Ability to foresee events and anticipate changes in conditions and operations to the greatest extent possible and react to these appropriately.
- Diligent and resourceful in seeking solutions to problems and adapting to new situations.
- Previous experience using estimating software and proficient in the use of standard office computer programs such as MS Project, Word, Excel.
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This description covers the primary purpose and principal duties of the job. It is not designed to be a complete list of all the duties and responsibilities required of this position. Duties, responsibilities, and activities may change at any time with or without notice.

Demands and Conditions Analysis: Quotation Specialist

[Working Conditions](#)

The **essential functions** of this job involve the following working conditions.

(Place an "x" in the appropriate box.)

C = Continuously 75%-100% of time
F = Frequently 50%-74% of time
O = Occasionally 10%-49% of time
R = Rarely 1%-9% of time
N = Never 0% of time

	C	F	O	R	N		C	F	O	R	N
Environmental						Physical Factors					
Works alone			X			Sitting	X				
Works with others			X			Standing			X		
Customer contact		X				Walking			X		
Shift Work			X			Bending/stooping				X	
Extended Day		X				Squatting/kneeling				X	
Keeping work pace/deadlines	X					Crouching/crawling					X
Performing repetitive tasks	X					Twisting at waist				X	
Noise (decibels) 91					X	Reaching above shoulders				X	
Vibration					X	Reaching below knees				X	
Abrupt temperature changes					X	Lift/carry up to 40 lbs.				X	
Heat (above 85 F)					X	Push/pull to 100 (force)					X
Cold (below 65 F)					X	Climbing ladders				X	
Wetness					X	Climbing stairs					X
Dampness					X	Sweeping/mopping					X
Dryness					X	Operating foot controls					X
Odors & dusts				X		Manual Tasks					
Work with solvents					X	Grasping with one hand	X				
Work acids, bases					X	Grasping with both hands	X				
Work with oils					X	Manipulating with one hand	X				
Work with toxins					X	Manipulating with two hands		X			
Poor ventilation					X	Handwritten communication		X			
Fumes					X	Using keyboard	X				
Mechanical hazards				X		Using hand tools				X	
Electrical hazards					X	Twisting/wringing				X	
Sensory Tasks						Scrubbing/washing/polishing				X	
Seeing close (reading)	X					Scraping				X	
Seeing far (observation)			X			Equipment Operation					
Peripheral vision			X			Driving car / light truck					X
Seeing colors			X			Driving heavy truck / van					X
Verbal communication	X					Operating forklifts, stackers					X
Hearing speech		X				Operating hoist equipment					X
Hearing mechanical sounds			X			Operating shop machinery					X
Sensing odors					X	Operating power tools					X
Sensing by touch					X	Operating torch					X