

## **Inside Sales**

### **Overview**

Your attention to detail, previous experience and ability to effectively work in a fast paced environment will get you noticed here. This opportunity focuses on managing customer orders, from initial inquiry through manufacturing and shipment of the final product. You will be challenged by the fast pace here and tasked with interesting projects that give you the opportunity to learn, grow and be rewarded for your contribution.

**Reports to:** Sales Manager

### **Responsibilities**

- Answer inquiries, prepare quotations and write orders to meet customer and STP requirements.
- Contract review of customer orders.
- Coordinate receipt and shipment of product to meet manufacturing schedule and customer requirements.
- Prepare the job traveler to reflect the work order requirements.
- Communicate manufacturing status to customer.
- Order new material and schedule outside processing when required.
- Report customer perception of STP products to management.
- Assist the Sales Manager in keeping the department functioning in an efficient manner to meet company goals and objectives.
- Handle quality issues including NCR's and FRNCR's.
- Knowledge and understanding of licensor specifications, requirements, and procedures.
- Learn the STP Quality System.
- Other duties as assigned.

### **Requirements**

- BS degree in Industrial Engineering, Industrial Technology, or other technical field, or equivalent work experience (as determined by Management).
- Must have strong computer skills, particularly in MS Office (Excel, Word, Outlook)
- Able to pass the pre-employment drug screen
- Ability to read and interpret blueprints