

Our **Inside Sales Representative** will sell our products and services and help to advance the Metal Fab Engineering Vision. You will work close with business development and marketing to achieve profitable business growth. You will be the primary person for existing and prospective customers to contact and communicate with for all orders, quotes, requests, and customer service needs. In this role, you will positively represent the company and effectively use a variety of communication tools to help the company grow and compete.

Responsibilities

- Demonstrate the Metal Fab Engineering Values in all behaviors and actions.
- Support and work toward the Metal Fab Engineering company vision.
- Responsible for meeting assigned objectives
- Communicate with customers to develop positive, mutually beneficial partnerships
- Create and send customer quotes in a timely manner with competitive and profitable pricing
- Enter customer orders and create sales orders in a timely manner
- Liaise with customers and appropriate company personnel on all orders, quotes, and issues
- Field customer objections, close the sale, or follow up with next steps in sales process
- Create and compile detailed information for all customers and prospects in CRM and ERP systems
- Revise procedures, identify issues in efficiency, suggest ways of improvement, and support implementation of improvements
- Support business development and marketing to grow the business
- Assist with lead generation and finding prospective customers
- Proactively share knowledge and new ideas
- Complete all work in a timely manner by agreed on due dates and timelines
- Communicate and coordinate with other employees to complete orders and projects
- Perform other duties as required

Job Requirements

- Must be able to work in a team environment.
- Effective verbal and written communication skills and exemplary professionalism
- Ability to make and read measurements.
- Ability to read, understand and carry out written instructions.
- Ability to understand verbal instructions.
- Sitting up to 100% of the entire time.
- Lifting up to 25 lbs occasionally, 5 lbs. frequently.
- Continuous eye concentration
- Ability to work a flexible schedule based on business needs.
- Ability to use MS Office, internet use, CRM, ERP systems, and CAD software
- Ability to use MS Teams, Zoom, and other similar tools

Desired Skills & Experience:

Prior sales and customer service experience required. Understanding of marketing and business development, and how sales -- while supported by those two components -- is the ultimate resource for any company's growth and future. Prior experience in a manufacturing or factory environment preferred. Preferred experience applying Lean thinking, Lean manufacturing, Six Sigma, or other improvement methodology. Must be 18 years of age or older. We are looking for someone who will value and encourage our culture during a time of growth and is energetic about hands on work with our team.

Equal Employment Opportunity:

Metal Fab Engineering, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Metal Fab Engineering, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.