

**INSIDE SALES –ACCOUNT REPRESENTATIVE
INDUSTRIAL – STEEL PROCESSING**

Toledo Steel Supply, Inc with over 100 years of combined experience, provides quality steel burning and grinding. Our processes utilize state-of-the art technology to provide superior quality. Our team is comprised of experts in the field. It is our goal for each and every order to exceed our customer's expectations. Toledo Steel Supply, Inc is currently conducting interviews for an Inside Sales Account Representative position in our Erie, MI office.

POSITION SUMMARY

- The Account Representative should be a talented and competitive Sales Representative that thrives in a quick sales cycle environment. A Representative will play a fundamental role in achieving our ambitious customer driven revenue growth objectives.

DUTIES and RESPONSIBILITIES

- Source new sales opportunities through inbound call, emails, and phone calls.
- Route qualified opportunities to the appropriate sales executives for further development and closure.
- Demonstrates teamwork to ensure achievement of corporate sales goals.
- Typing quotes and orders to ensure accurate work and information to be relayed.
- Understand the needs and expectations of the customers and provide relevant solutions.
- Establish friendly relations with customers and maintain ongoing relations with the customers.

EDUCATION and EXPERIENCE

- A High School Diploma or the equivalent is required
- An Associate's or Bachelor's Degree is preferred
- 2 years industrial sales experience is preferred
- Steel Processing Sales a Plus

SKILLS

- Excellent verbal and written communications skills are also required.
- Basic computer literacy required.
- Building relationships, People Skills, Data Entry, Professionalism, & Motivation for Sales

OTHER REQUIREMENTS

- A valid driver's license is required.
- On time work history is required.

BENEFITS

- Competitive wages
- Medical, Dental, Vision and Life Coverage
- Retirement Savings Plan
- Paid Vacations and Sick time
- Bonuses

Website: www.toledosteelsupply.com
Email resume to: HR@toledosteel.net