**Inside Sales Representative**

**Company Description:** General Insulation Company is a national wholesale distributor of commercial and industrial insulation products, HVAC supplies, 3M Firestop products, and associated construction supplies. It is the largest privately-held mechanical insulation distributor in North America. As a family owned company, we have built our business by providing the highest quality products and superior service to our customers. Founded in 1927, we have expanded to 50+ branch locations across the United States and Canada.

General Insulation fosters an environment that promotes learning, growth and success for all our employees. We work as a team to nurture and teach our employees in order to help them grow, evolve and reach their full potential. We seek candidates who are dedicated, talented and driven; they always push forward, seek innovation and are on a quest for self-improvement. Investing in our employees has enabled us to develop great leaders and in turn be our industry’s distributor of choice for over eighty-five years.

**Essential Job Functions:**

* Works under the direction of the General Manager as well as in conjunction with the Outside Sales Representative and Regional Sales Manager.
* Handle incoming customer calls by answering questions and following up with product recommendations and price quotes utilizing great customer service techniques.
* Strive to build customer relationships that will support continued relationships and sales growth.
* Responsible for updating the company CRM (SMP) on a daily basis ensuring all information is up to date and accurate for sales forecasting.
* Building a pipeline of potential customers utilizing product knowledge and past projects completed.
* Provide support to outside sales team by maintaining Product Literature/Samples, communicating customer activity and providing leads.
* Qualifies sales opportunities through market / customer research and teaming with outside sales representatives.
* Utilizing social media to increase customer base, contacting potential customers and selling products available.
* Identify and analyze different customer profiles to promote more sales and new opportunities
* Develops sales solutions for customers as well as reevaluating needs of the customer based on past sales
* Receive and process orders in E-Term.
* Provides consistent communication with warehouse personnel to ensure customer needs are met.
* Must be comfortable with change, possess an entrepreneurial spirit and have ability to think outside the box.
* Ensures bid follow ups and helps customers resolve issues with orders.
* Understand the company’s vision, and business objectives to set and accomplish individual performance goals.

**Minimum Qualifications:**

* High school Diploma
* 1-2 years of inside sales experience
* 2 years customer service experience
* Must possess excellent communication skills with customers, teammates and employees at all levels of the company.

**Special Requirements:**

* **Detail oriented –** organized and full knowledge of the company policies, products and services
* **Product Knowledge** – may have assigned product responsibility, including but not limited to; promotion assigned product, developing product literature for customers, educating other employees about product
* **Problem Solver ­** - helping customers to understand the products they will need or eventually need based on upcoming projects. Foreshadow anything they may need in the future based on present sales.
* **Technical skills** – Basic telephone skills, proficient in Microsoft Office Suite and relevant sales systems
* **Time-management skills.** Fixed deadlines require planning in advance and work efficiently and accurately. Ability to meet deadlines / quick turnaround.
* **Must be willing to work odd hours including evenings, holidays, and weekends.** Occasional travel may be required.

**Benefits:**

General Insulation offers a wide array of benefits including Medical, Dental, Vision, 401K with a discretionary match, Life Insurance, Long Term Disability, Short Term Disability, Health Savings Accounts, Tuition Reimbursement and more. All employees who enroll in a medical plan are also enrolled in an employer sponsored Life Insurance Policy.