

Inside Sales
Class C Components
Minneapolis, MN
Contact Pat Utz at 763-535-0400 or
pat@classccomponents.com

“Quality, Service and Versatility is our Business”

PURPOSE OF POSITION

The purpose of the Inside Sales position is to generate, enter customer orders, negotiate and purchase products and ensure customer satisfaction.

COMPANY RESPONSIBILITIES

- ☐ Provide customers with superior quality products and outstanding customer service.
- ☐ Encourage working together through communication involving all company personnel that results in an effective team.
- ☐ Perform the responsibilities of the position in Class C Components adhering to and implementing the corporate mission, philosophy, culture, goals, objectives, policies, and procedures.

MISSION STATEMENT

At Class C Components, we are committed to high customer satisfaction by offering a high level of quality service and versatility along with our quality products.

SPECIFIC JOB RESPONSIBILITIES

1. Maintain effective relationships with suppliers and customers. Promote and maintain the image and reputation of Class C Components. Ensuring customer satisfaction, resolving problems and complaints quickly.
2. Sales Responsibilities:
Responsible for meeting or exceeding sales and gross profit objectives, developing sales of assigned products, regularly telephoning assigned accounts to generate sales of all product lines, developing new accounts, and providing customer service including order entry, expediting, follow-up, and other tasks as required.
Work with Class C Component's Outside Sales personnel in the sale of those product lines.
Develop quotations for customers within corporate profit objectives and guidelines.
3. Purchasing Responsibilities:
Negotiate price, purchase products and maintain competitive pricing.
4. Keep in-house records accurate and up to date. Provide accurate, timely documentation of expenses, account activities, and other information as requested.
5. Inform the Warehouse Manager of in-house inventory discrepancies and unusually large orders and other customer special requirements.
6. Other work related duties as assigned by supervisor or designate.