

Senior Inside Sales Coordinator

Candidate is responsible for the day to day management of a large customer base while identifying and developing new business opportunities within that base. The successful **Senior Inside Sales Coordinator** will possess an ability to understand new and complex product lines and successfully introduce these to their customer base in a manner that results in new sales. The candidate will also focus on new business generation from outside their customer base.

Job Responsibilities

- Operate as lead point of contact for matters specific to your accounts
- Build and maintain strong customer relationships
- Review and analyze existing sales and potential customer bases, and determine additional processes, tools, and strategies to be implemented to increase sales with current customers and make sales to potential customers.
- Identify and follow-up on potential sales leads with emphasis on closing these sales opportunities.
- Perform various support services which may include preparing reports, handling customer complaints, order entry, customer surveys, and screening calls.
- Additional duties as become necessary and/or are assigned by management.

Job Requirements

- 3-5 years of sales and account management experience is preferred
- Bachelor's Degree Required
- Good attention to detail and organizational skills
- High level critical thinking and problem solving abilities
- Strong verbal and written communication and interpersonal skills
- Willingness to help with any needs or requirements in the department
- Experience with MS Office-Word, Excel, and Outlook

Send resume to jobs@pilcherhamilton.com

**Willowbrook, IL
Greer, SC**