

Outside and Inside Sales Support

C. Wright and Associates, Inc - Westminster, CO

Salary and benefits are negotiable and would be based on current knowledge and ability.

Remote Office – Work from Home

Full-time · Entry level

5-10 employees · Electrical Manufacturers Representative

Job Scope/ Summary

We are looking for someone with 1-2 years of experience in both outside and/or inside sales support. We are willing to work with someone who may have more experience in one aspect and is willing to learn the other. Initially, we would train on inside sales and would expand to outside sales. We are looking for someone self-motivated and driven to complete tasks without needing constant supervision.

C. Wright and Associates is a small, family-run company that is looking for someone to join our company long-term.

Requirements for outside sales:

Establish or improve relationships with distributor partners and electrical contractors. Keep customers up to date on our current line of manufacturers. Create brand awareness for our manufacturers through training, facilitating, and selling. Advise and train distributors and contractors on products/brands, including proper usage, features, and benefits that are best for the project. Create and build strong, positive, sustaining relationships.

Essential Functions – Outside Sales

- Driver's license and safe driving record (required to use company vehicle)
- Relationship-building skills are needed
- Strong selling, networking, and relationship-building skills
- Negotiation skills
- Ability to adapt approach and style to achieve account objectives

- Learn products from multiple manufacturers and be able to sell features and benefits to distributors and contractors
- Demonstrate products using samples or catalogs and emphasize suitable features
- Outside sales would initially require day trips in the Denver metro area, which would eventually expand to day trips to southern Wyoming to southern Colorado along the I-25 corridor. Eventual responsibilities would be multiple-day (3-4 days) trips to all areas of Wyoming, Colorado, New Mexico, and El Paso. The territory responsibility would be open for negotiation.

Requirements for inside sales:

Support our premier manufacturers with sales by providing a high level of support to our distributor partners. Solicit sales of new or additional products. Practice good interpersonal skills by using a courteous and positive attitude toward customers. Impart pleasant email and phone etiquette with a general attitude of goodwill on behalf of our company and the manufacturers we represent.

Essential Functions – Inside Sales

- Computer skills required: Basic knowledge of Microsoft Office, and the ability to work within manufacturers' online portals
- Provide distributor partners with the following across all manufacturers
 - Pricing/quotations
 - Follow up on pricing/quotations in an attempt to secure the order, or receive feedback for use in future quotations
 - Provide product availability information
 - Order processing, confirmation, and follow-up
 - Provide tracking information
 - Process return requests
 - Helping resolve any shipping issues
- Good organizational skills and ability to prioritize workload
- Make phone calls to current and prospective customers to solicit sales
- Ability to follow oral or written instructions; read and acknowledge completion of work
- Ability to apply common sense to carry out instructions furnished in written or verbal form
- Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals.
- Ability to communicate with multiple manufacturers on their products

- Strong problem-solving skills
- Experience in Electrical or Construction Trade is a plus

Job Qualifications

EXPERIENCE/EDUCATION/TRAINING:

- High School or equivalent
- Previous customer service experience
- Familiarity with Electrical or Construction trades would be beneficial
- Previous sales experience preferred

Special Requirements

- Work schedule - Monday to Friday – 8 AM to 5 PM
- Ability and willingness to set up a home office when working on inside support
- Ability to train in person at home offices until training is over
- Ability and willingness to make day trips from southern Wyoming and southern Colorado (I-25 Corridor) to support Outside Sales. Long-term, be willing to make multiple-day trips within our territory of Wyoming, Colorado, New Mexico, and El Paso, TX. Area of coverage is negotiable

Company Benefits

- Paid Time Off
- Retirement account available with company matching
- Use of company vehicle for outside sales travel
- Bonus structure contingent on sales growth