



Inside Plumbing Sales Representative with Intended Progression to Outside Sales
AKRON BRANCH

Trumbull Industries, www.trumbull.com, is a full-line distributor of industrial, plumbing, cabinetry, and municipal products. We have an opening in our Akron Branch sales department which provides plumbing faucets, fixtures, equipment, and specialties as well as pipe, valves, fittings, maintenance, repair and operating products. This Inside Sales position services primarily plumbing and mechanical contractors but will also service the industrial, government and institutional markets that use these products.

As a respected regional distributor we seek a Sales oriented individual to service and support our Akron Branch Outside Sales staff with the preparation of quotes, product sourcing and customer service. This entry level position is a great career path that leads to outside sales for the right individual.

The Inside Sales Representative is responsible for providing quotes to customers, entering and expediting customer orders, requesting quotes and placing orders with vendors and providing general customer service functions. Additional duties include:

- Enter orders accurately and in a timely fashion
- Place purchase orders with vendors for non-stock material.
- Expedite and track shipments of material
- Support sales staff to obtain quotes from vendors
- Review open order reports on a weekly basis and expedite with vendors where appropriate.
- Resolve problems for customers and respond to customers promptly
- Maintain and modify customer database as needed
- Follow policies and procedures; complete administrative tasks correctly and on time
- Assist in job takeoffs
- Communicate with outside sales staff regarding customer inquiries, quotes and orders.

Requirements:

- One to three years inside sales experience
- Related Bachelor's degree preferred
- Knowledge of plumbing materials and systems a plus
- Strong organizational skills and attention to detail
- Proficiency in Microsoft Office including Excel with aptitude to learn new computer applications
- Excellent math, verbal and written communication skills
- Outstanding interpersonal and relationship building skills
- Good follow up skills and persistence
- Self-motivated and results oriented
- Excellent phone presence
- Willing and able to work independently and as part of a team
- Demonstrated ability to multi-task and prioritize work appropriately
- Demonstrated sense of urgency and decisiveness as appropriate
- Ability to react well under the pressure of a fast-paced environment and follow through on commitments
- Fast and accurate data entry skills
- Ability to develop into outside sales

We offer a competitive compensation & benefit package. The candidate will be based in, Akron, Ohio and will report to the Akron Branch Manager.

Please email Sam Bonsignore at sbonsignore@trumbull.com for consideration.