



Inside Sales Administrator

Qualifications and Requirements

A full-time sales position based in Macungie, PA

Legally qualified to work in the USA

B.A. in Business Administration or Marketing

Proficient using MS Office

Additional (not required) -

Certification in Marketing, Sales or relevant field

Work experience as a Sales support agent with a manufacturing company

Technical degree or training in physics or engineering

Experience using a computer-based CRM

Essential Duties and Responsibilities

Assist with creating quotations and templates, and compiling sales proposals

Process orders and maintain customer records

Read and understand engineering drawings

Provide support for sales representatives and direct technical inquiries

Maintain department metrics and statistics, and compare them with targets

Help sales managers and representatives monitor the team's progress

Translate and forward sales orders to the production staff, confirming stock availability or delivery dates

Work with marketing and sales team to organize campaigns, and other outreach activities

Technically capable of staying up-to-date with products and features

Understand sales performance metrics, and maintain and update the customer database

Compile and present weekly sales reports

Organizational and multitasking skills, able to process orders, check data accuracy in orders and invoices, and contact customers to obtain missing information or answer queries

Team player with high level of dedication to communicate important feedback from customers internally

Work with the sales team to ensure targets are met and report any deviation

Support sales team outbound activities, i.e. tradeshow, exhibitions, and seminars

Ability to work under strict deadlines, and liaise with the logistics to ensure timely deliveries

Benefits include paid vacation, medical, dental, life insurance, 401K, and other bonuses.

ARS is an Equal Opportunity Employer. M/F/D/V

Please submit your résumé and cover letter to:

Dr. Michael Holmes

Vice President of Sales

careers@arscryo.com