



Inside Sales

FRM Lighting & Controls

Seeking an Inside Sales Representative who can offer reliable support to the sales team. You will work directly with customers for all their lighting and controls requests. In this role you will be responsible for processing purchase orders, answering customer calls, assisting in returns, writing quotes, and researching solutions for customers. You will work closely with our Inside and Outside Sales team members. An ideal candidate would have a positive attitude and a willingness to continue learning and gaining responsibilities. There is great potential in this position. Inside Sales Representative Job Responsibilities include but are not limited to:

- Answering incoming calls
- Processing and Entering Purchase Orders
- Processing Returns
- Creating Quotes
- Sending tracking information
- Quote smaller projects under \$10,000 usually without fixture schedule
- Create Value for Customers and Manufacturers
- Create personal relationships with Inside Team at distribution and manufacturers
- Working knowledge of all computer systems
- Support Outside Sales, Specification and Quotations Team

REQUIRED KNOWLEDGE:

- Outlook
- Microsoft Excel

LOCATION:

Miami, FL - On-Site

Orlando, FL – On-Site

FRM – Charlotte

1133 Pressley Rd.
Charlotte, NC 28217
704.527.5110

FRM – Norcross

1458 Beaver Ruin Rd.
Norcross, GA 30093
770.923.3520

FRM - Tampa

3214 Queen Palm Dr.
Tampa, FL 33619
813.623.2681

