



Inside Sales Associate – Buford, GA

Function: Effectively manages quotations, order entry, expediting and follow-up of all distributor and manufacturer activity for their assigned product lines. Interacts and manages personal relationships with multiple distributors, manufacturers and FRM personnel over a wide geographic footprint.

Key Responsibilities: Assigned Tasks

- Interact and respond to all customer inquiries through digital platforms and phone calls.
- Respond to and execute all quotations for assigned product lines, including SPA's and into stock pricing levels.
- Process & enter all orders received by customers to assigned manufacturers.
- Expedite any orders requested by customers.
- Work with management and warehouse staff to maintain proper items and inventory levels for stock for assigned manufacturers.
- Maintain all literature for assigned product lines insuring proper supplies of correct collateral.

Commitment to Continuous Growth

- Continually demonstrates a basic understanding of all product lines assigned to cover.
- Participate in training on assigned product lines.

Qualifications:

Required Skills and Personal Attributes

- Builds and sustains both internal and external relationships – friendly and responsive.
- Acts with integrity – inspires trust and open communication.
- Demonstrates a professional image and demeanor.
- Takes initiative and is accountable for actions and results – committed to excellence.
- Possesses a sense of urgency.
- Strong verbal communication skills.
- Good problem-solving and time management skills.
- Strong attention to detail and accuracy.
- Multi-tasking

Required Knowledge

- High school diploma or equivalent.
- Experience in MS Office products; work, excel, outlook.
- Knowledge of electrical industry or rep agency practices preferred but not required.

FRM - Atlanta
12323 Brown Rd.
Bldg. 100 Ste. 130
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FRM - Charlotte
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