

BP Sales Company Overview

BP Sales is a multi-national manufacturers' representative firm specializing in leading-edge semiconductor and systems technologies. For over 36 years, we have developed and maintained a NATION-WIDE reputation as a leading business in our industry. The companies we represent include many of the primary movers and leading-edge firms in hi-tech today.

We seek self-starting, technical, driven people who:

- Are interested in developing the skills which allow them to sell to -- and influence -- key management decision-makers at our accounts
- Have the ability to become an indispensable member of the customers' team -- their "trusted advisor"
- Want a rewarding career in professional sales at an industry-leading sales organization

Working at BP Sales will provide you an unsurpassed knowledge of our markets, customers, and competitors.

Inside Sales Job Profile and Description

An Inside Sales representative's (ISR) job is primarily a customer service function and entails selling or introducing represented products to established clients, in close conjunction with an outside sales representative. Customer interfacing includes requests for quotations, lead times, order placement, expediting, or changes, the building of quotations, writing orders and communicating pertinent information proactively back to customers. Additionally, an ISR handles the project execution actions and overall coordination of these service activities between the manufacturer and outside sales.

Duties and Responsibilities

- Outbound and inbound account management.
- Capturing of accurate and complete information in Customer Relationship Management system (CRM).
- Coordinating with customer service for status on orders from manufacturers in ensuring the delivery commitment to clients is met.
- Cooperating with Account Manager to determine strategic approaches for sales.
- Maintaining and expanding the database of prospects of the organization.
- Identify decision makers amongst the targeted leads in order to initiate sales process.
- Participating fully in product training sessions, meetings, skills training and professional development classes.
- Handling cancellations or changes in sales order and communicating the changes with the related departments.
- Emphasizing service or product features and benefits, discussing credit terms, quoting prices, and preparing sales order reports or forms.

Skills and Specifications

- Able to work in fast-paced, self-directed entrepreneurial environment.
- Exceptional verbal and written communication skills.
- Highly proficient level computer skills including MS Word, PowerPoint, Excel and Outlook.
- Excellent telephone sales personality skills.
- Should be expert in CRM software solutions including Oracle, Azerity, etc.
- Prominent organization and presentation skills.
- Excellent time management skills.
- Highly energetic and self-starter.
- Decision-making, problem resolution and creative thinking skills.
- Able to multi-task the activities with shifting priorities.
- Should be honest, assertive and systematic.

Education and Qualifications

- Diploma in Marketing or Business related field.
- Relevant training in Inside sales.