

Turkey Jobs Expertini®

Associate Representative - Inside Sales

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Company: Wesco

Location: Istanbul

Category: other-general

As an Associate Representative - Inside Sales, you will interact with existing customers, primarily by phone and email, to increase sales of the Company's products and/or services by obtaining and up-selling orders, creating customer satisfaction and adding value to the customer's buying experience. You will collaborate with outside sales to ensure goals are being met.

Responsibilities

Obtains orders through email and telephone calls, verifies and enters items, transfers orders to fulfillment, explains stock-outs and expected delivery dates.

Increases orders by suggesting related items, explaining features, and checks customer's buying history.

With guidance, owns, qualifies and develops opportunities passed from marketing, outside sales, and national accounts.

Prepares, generates, and follows up on verbal or written quotations to secure orders, or determine reason for loss of order.

Reviews open customer order reports and act on open items, including those items that may be at risk in meeting customer's promised delivery date.

Maintains distribution system backorder report, associated customer expediting report and notices, and customer notification.

Reports industry trends, competitive pricing and customer feedback to management.

Qualifications

High School Degree or Equivalent required; Bachelor's degree preferred.

Preferred knowledge and experience in sales and sales administration; still acquiring higher level knowledge and skills, however still a productive professional contributor (0-2 years).

Familiar with Microsoft Office, and ability to perform basic computer skills

Ability to perform multiple tasks simultaneously

Ability to work in a team environment

Ability to communicate clearly, both verbally and in written form

Attention to detail

Ability to prospect and market concepts to existing and potentially new accounts

Ability to act and solve routine or standard problems

Ability to identify and define problems and possible solutions independently; chooses among existing solutions

Ability to work independently with supervision

Ability to travel up to 25%

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