

## **Inside Sales Associate - GA-Norcross**

**Job ID #:** 350

**Functional Area:** INSIDE SALES DEPT

**Position Type:** Full-Time Regular

**Experience Required:** 1 - 3 Years

**Location:** GA-Norcross

**Department:** Inside Sales

**Education Required:** Bachelors Degree

**Relocation Provided:** No

### **Position Description**

Ryerson Inc., one of the largest metals distributors in the US, is currently seeking Inside Sales Associates to join our team in Norcross, GA. This is a transactional and relational position that works with internal and external customers in the sales function. Under the direction of the sales manager, the successful candidate will perform the following tasks:

- Daily interaction with large customer base on contractual and transactional business
- Responding to customers quotations, needs, inquiries, and complaints
- Administrative processing of customer orders (i.e. quotations and order entry)
- Sourcing for non stocked items and work order entry
- Following up and out calling for direct sales
- Sharing of any interaction and involvement with customers that might require the outside salesperson's attention, or may result in additional sales
- Understanding the goals and concepts of our business and incorporating business goals to achieve sales and profitability
- Working closely with territory managers, credit, inventory, systems, warehouse, and other departments in the company.

### **Position Requirements**

- Previous sales or customer service experience
- Aggressive, competitive, and self-motivated attitude
- Proficiency with Microsoft applications (i.e. Word, Excel)
- Strong math aptitude
- Detail oriented
- Strong interpersonal and communication skills
- Problem solving / conflict resolution and negotiation skills
- Ability to work well and excel while working with a team or individually