

Inside Sales/Customer Service Representative

Company:

Spectrum Technologies is an industry-leading, 22-year-old company that develops and markets affordable measurement instrumentation and technology to the agricultural and horticultural markets worldwide. The company has over 14,000 customers in over 75 countries. The customers are in the agricultural, chemical, seed segments, including major universities, the USDA-ARS, growers, agricultural and turf consultants, golf course superintendents, greenhouse growers, and research organizations. Spectrum is focused on four primary product groups: Weather and Environmental Monitoring; Nutrient Management Tools; Integrated Pest Management Tools; and Soil Moisture and Quality Measurement. Spectrum has received 16 AE50 awards from the American Society of Agricultural Engineers for innovations in new product technology. Please visit our website at www.specmeters.com for additional information.

Position:

Inside Sales/Customer Service Representative interested in joining an entrepreneurial and highly successful company that values and rewards individual contribution and new ideas. The representative will work as a team with four other staff members in the US/Canada sales group with the career development goal of advancing into a position of increasing responsibility. This role is based at our corporate office in suburban Plainfield, Illinois, 35 miles southwest of downtown Chicago.

Duties/Responsibilities:

- Processing sales orders and monitoring orders from receipt to shipment;
- Preparing sales quotations while directing inbound and outbound call activity;
- Preparing documentation for international shipments (NAFTA, etc.);
- Proactively tracking and following up sales leads and inquiries;
- Maintaining and updating customer databases and files;
- Participating in sales and marketing initiatives, market analyses, and new product roll-outs;
- Periodic travel to trade events;

Requirements:

- Bachelor's degree; industry knowledge a plus;
- Computer skills (MS Office, Outlook, Internet);
- Other technology and science skills a plus;
- Passion for relationship-building;
- Ability to successfully work in a fast-paced, multi-tasking, small team environment;
- Strong communication, interpersonal and presentation skills.