



Inside Sales / Office Manager Garfield Hts., Ohio

OBJECTIVE: Offer prompt & professional service to Tribotech Composite, Inc.'s current and prospective customers, delivering outstanding customer service, backed by technical knowledge and accurate order fulfillment.

RESPONSIBILITIES; including, but not limited to:

Account Management

- Process Quotes/Purchase Orders in a timely manner
- Maintain accurate records
- Maintain continuous evolution of product knowledge
- Be able to identify/capable to learn to identify seal profiles and materials
- Be able to read or learn to read blue prints
- Check on inventory and raw material availability before establishing delivery dates
- Cross reference competitor part numbers and profiles
- Track and complete projects in accordance with customer expectations
- Demonstrate a willingness and desire to enhance product knowledge and new sales trends
- Apply an understanding of application data and recommend appropriate profile and material
- Display a "can-do" attitude that makes it easy for the customer to do business with the Company
- Establishes and maintain customer relationships, offering all visitors a welcomed and attentive greeting
- Answer telephones promptly and professionally
- Prompt and courteous response to customers, both verbally and in writing, with timely follow-up
- Work well independently and as part of a team
- All other duties, as assigned

REQUIREMENTS:

- 2+ years office administration in a manufacturing environment
- 3+ years Industrial sales/customer service experience
- Associate's degree in mechanical engineering and/or drafting, preferred
- Excellent communication and customer relationship skills
- Able to multi-task and work in a fast paced environment, while being detail oriented and accurate
- Excellent Computer skills including, Microsoft Office, Databases, and Outlook

PHYSICAL REQUIREMENTS:

Sit [75%], Stand [25%], Lift [up to 25lbs], Walk, Bend, Stoop, Reach, Push, & Pull, as well as Finger/Hand dexterity.

Apply to this posting by sending your resume to HR@tribotechcomposites.com

WHY CHOOSE TRIBOTECH?

- Strong ethics and values
- Excellent co-workers and team oriented working environment
- Opportunity to work for a growing organization
- Ability to learn and grow professionally
- Competitive compensation and benefits packages