



Inside Sales/Marketing Administrator

Skills and Qualifications

- Excellent customer service skills.
- Excellent verbal communication and active listening skills.
- Experience handling multiple telephone calls and emails while staying on task.
- Patience, time management skills and the ability to prioritize tasks.
- Ability to work independently and as part of a team.
- Excellent numeracy skills for accurate and speedy calculation of sales prices, quotes, and follow-up calls.
- Understanding of Microsoft Excel, Word, PowerPoint, Outlook software preferred.
- Some experience using Canva, Constant Contact, Squarespace, and social media platforms preferred.

Duties and Responsibilities

- Develop new sales opportunities using outbound emails, calls and lead follow-ups.
- Communicate with customers to understand their needs and requirements to identify new and additional sales opportunities.
- Organize job files, review bids, update bid log, and answer inbound calls.
- Schedule appointments, in-house and off-site conferences, and lunch and learns/trade shows.
- Manage the different administrative needs in a busy office.
- Answer customers' questions, resolving their concerns and providing additional information via phone calls and emails.
- Explain and demonstrate the functions and features of company products.
- Maintain and improve customer and prospect database.
- Research for new project leads on various online websites.
- Maintain social media posts and product updates from competitor websites.

Office Location: Georgia Precast Solutions, LLC, 1324 Southern Road, Morrow, GA 30260

www.georgiaprecast.com

Forward resume to: careers@georgiaprecast.com