



— Manufacturers of Quality Fasteners—
Hot Heading Cold Heading CNC Machining

4210 SHIRLEY LANE • ALSIP, IL 60803
708-597-9100 • 800-323-1347 • FAX 708-597-0423
WEBSITE www.bbcfasteners.com

INSIDE SALES REPRESENTATIVE

The ideal candidate is a competitive self-starter that thrives in a fast paced privately owned small business. You must be comfortable assisting customers, working with associates in a manufacturing environment, generating interest, quoting and then closing sales. We are looking for someone who is stable and interested in a career and not a short term job.

RESPONSIBILITIES

Quoting sales opportunities to current and prospective customers, with follow-up communications

Knowing the customer's background for call preparation to determine their markets and needs

Identifying customer's buying trends and prior history to create new orders

Communicating with Sales Reps on leads, quotes and other opportunities

Knowledge of product lines and their applications

QUALIFICATIONS

Personable personality

Bachelor's degree or equivalent experience in business

At least 1-3 years of sales experience preferred

Excellent written and verbal communication skills; working in MS Office

Ability to multi-task, organize, and prioritize work

Familiarity with dimensional tolerances and good math skills

We look forward to learning more about you, so please send your resume to jim@bbcfasteners.com .