



Position: Sales Coordinator

Reports to: President and Vice President of Sales.

Location: PRC Industries, Inc. (Product Remanufacturing Centers), St. James, NY

MAJOR ACTIVITIES

Primary Responsibilities

This position reports to the President and VP of Sales. Daily responsibilities including (but not limited to):

- Creating sales offerings using Microsoft office tools.
- Following up on sales opportunities.
- Maintaining new customer information.
- Maintain effective sales sheets and promotions.
- Assist during presentations to prospective clients.
- Act as customer service contact.
- Liaison with the production management and customer service management.
- Prepare various reports as needed
- Work on various miscellaneous projects as needed

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities

- Ability to learn quickly
- Ability to work unsupervised
- Excellent verbal and written communication skills / Good on the phone
- MUST be highly proficient in MS Excel, MS Word, MS Outlook, MS PowerPoint
- Experience with ACT Contact Management Software a plus.
- Experience with Social media marketing- LinkedIn, Twitter, Facebook...
- Good communication skills.
- Assist in tradeshow planning.

Education/Experience



Job Description

- A minimum high school graduate with five years sales experience
- Bachelor Degree or advanced degree a plus
- Customer Service leadership position a plus

Hours

Office Hours: Monday through Friday 9:00 A.M. to 5:30 P.M.

Opportunities and Compensation

- Many opportunities for advancement into various areas within company
- \$35-\$40K to start, commensurate with experience.
- Benefit package includes health insurance coverage

Qualified candidates please submit resume and cover letter as one attachment via email to:
Careers-Sales@prcind.com

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