ISR – Global Sales

Job Purpose and Reporting Structure:
Under the guidance of the National Account Manager, this associate will be responsible for daily customer service duties: entering incoming client orders, inbound/outbound calls and other duties as required. This position will also support other areas of the sales team as needed.

Essential Duties and Responsibilities include the following. Other duties may be assigned.
- Answer inbound calls from dealers, vet clinics and distributors
- Quickly and accurately input client transactions: orders, quotes, returns
- Enter orders received via email or fax for domestic and International markets
- Enter drop ship and special order items
- Set up new accounts
- Mail catalog requests, price lists and answer all email correspondence
- Review and process backorders on a timely basis
- Consistently and proactively contact existing clients, to provide information and solutions that will drive sales and profit for ANIMART.
- Identify new clients and introduce them to ANIMART and build a productive relationship with the goal of increasing sales and profit.
- Work with other departments on developing and implementing strategies for increasing ANIMART’S customer base throughout the United States and International markets
- Explore unique opportunities for increasing the product mix that we can offer to new or existing clients.
- Grow the dealer, vet, distributor market business by providing world class service and implementing sound sales strategies.
- Complete international documents required for exporting
- Creating customer quotes
- Logging all calls and activities into CRM
- Develop consistent call plan
- Any and all administrative duties that help assist Global sales group as directed by manager

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each duty satisfactorily. Enthusiasm, initiative, reliability, creativity, leadership, teamwork, confidentiality and an outgoing personality are important attributes for this individual.
- 2-4 years inside sales experience with a minimum of a 2 year degree in agriculture or animal science. Dealer market sales a plus.
- The ability to speak/translate Spanish, other foreign language a plus.
- Working knowledge, understanding and interest in livestock production-based agriculture
- Sales experience, customer service, and Agriculture background (a plus) with a desire to sell
- Excellent telephone sales personality skills that project a warm, inviting, and trustworthy image
- Exceptional written and oral communication skills required
- Attention to detail, positive attitude and approach, self-motivation, and professionalism
- Proficient computer skills including Excel and other Microsoft products, experience with Salesforce and/or other sales based software
- Ability to follow directions, prioritize work, make decisions, and manage multiple projects.

HOURS OF WORK:
- Monday through Friday, some after-hours time due to international customer availability

CONTACT:
Please send cover letter and resume to:
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