

Inside Sales Representative Job Description

Santoki, LLC, is an exclusive distributor of LEGO® LED Lights and LEGO® Stationery in the USA. We are seeking a dynamic and motivated Inside Sales Representative to join our team. As an Inside Sales Representative, you will play a pivotal role in driving sales growth by connecting with potential customers, understanding their needs, and promoting our consumer products. This will be achieved through strategic planning, research, direct customer contact by phone and email, and seasoned sales experience. We expect this team player to increase sales revenues within existing accounts and to add new accounts by developing sales efforts and product mix to meet the needs of the account. If you thrive in a fast-paced environment, enjoy building relationships, and have a passion for sales, this role is perfect for you.

Job Responsibilities

Sales Process Management:

- Develop an action plan to achieve monthly and annual sales goals.
- Initiate, plan, and conduct business review meetings including sales presentations, follow up, and post program reviews.
- Negotiate terms, pricing, and contracts with accounts.
- Proactively increase incremental revenue within existing accounts and develop new accounts.
- Attend trade shows to secure new accounts and increase revenue.

Lead generation and prospecting:

- Identify and qualify leads through various channels, including online research, email campaigns, and calling.
- Build and maintain a pipeline of potential customers.

Relationship Building:

- Establish strong relationships with clients.
- Understand customer opportunities and tailor solutions to meet their needs.
- Provide exceptional customer service throughout the sales cycle.

Sales Metrics and Reporting:

- Track sales activities.
- Prepare regular reports for management, providing updates about the market landscape, trends and customer preferences.
- Deliver accurate forecasting and business planning internally.
- Achieve targeted sales objectives.

Cross-Functional Collaboration:

- Work closely with finance, customer service and logistics departments to ensure all parties are fully aware of account goals, strategies, and future plans.
- Develop and maintain a proactive and positive approach to the business with demonstrated commitment to continuous improvement in a dynamic setting.

Qualifications

- Proven business-to-business sales experience as an Inside Sales Representative with a focus on selling to traditional retail accounts.
- Excellent communication skills, both written and verbal.
- Strong negotiation and closing abilities.
- Strong working knowledge in Microsoft Office applications (Excel, PowerPoint, and Word) a MUST.
- Goal-oriented mindset
- Bachelor's degree in business or a related field.
- Effective creative problem solving and decision-making skills
- Anticipated travel 5%
- Reports directly to VP of Sales
- Must be detail oriented, very organized, self-starter with an outgoing personality who is not afraid to approach unknown buyers.

Benefits

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance
- Retirement account – SIMPLE plan with employer contribution

Supplemental pay types

- Commission pay
- Performance bonuses

Work Location:

- In person – Auburn Hills, MI

Job Type

- Full-time

Pay

- Salaried starting at \$50,000.00 per year. Additional compensation includes commission and performance bonus

Shift

- Days, typical Monday through Friday with approximately 5% travel

Education

- Bachelor's (Preferred)

Experience

- Excel, PowerPoint, and Word: 3 years (Required)
- Business-to-business sales: 4 years (Required)