



Job Profile

POSITION: Administrative and Inside Sales Assistant

Everlight Americas Inc. is the North American Sales arm of Everlight Electronics – a leading global Optoelectronics manufacturer of low and high Power VISIBLE LED's, SMD and Thru-Hole Lamps, Digital Displays, INFRARED Emitters, Optical Sensors, Fiber Optic and Optocoupler components. We provide solutions for various applications in the lighting, consumer, computing, automotive, telecommunication and industrial market segments. Everlight's rapid growth to become a top ten Optoelectronics supplier is the combined result of its well-engineered products, highly efficient manufacturing facilities and extensive global supply chain.

Everlight Americas, Inc. is looking for a reliable Administrative and Inside Sales Assistant that will undertake administrative and inside sales tasks, ensuring the rest of the staff has adequate support to work efficiently. The ideal candidate will be self-motivated, trustworthy and eager to learn a dynamic and fast growing technology bringing new energy saving LED products to market and competent in prioritizing and working with little supervision . The Administrative and Inside Sales Assistant will assist with generating new opportunities adequate to develop a sales pipeline to support quota attainment via telephone prospecting and supporting customer's needs and/or field sales, while ensuring smooth running of our company's office.

POSITION ACCOUNTABILITIES

1. Greet visitors and/or customers
2. Assist existing customers
3. Set up new employee's working area (including computers and phone)
4. Assist with managing incoming phone calls and correspondence (e-mail, letters, packages etc.)
5. Process price requests
6. Perform outbound calls to generate new sales leads
7. Support Regional Sales Managers and/or Outside Sales Representatives
8. Set up and coordinate conference calls with customers and sales team
9. Find cross parts
10. Process and/or follow up on sample requests
11. Implement price adjustment
12. Track stocks of office supplies (general, breakroom and restrooms) and place orders when necessary
13. Maintain office equipment
14. Review related vendor's bills (i.e. cleaning service) for accuracy
15. Coordinate catering needs for office meetings or special events as needed
16. Assist in the coordination of special events (i.e. trade shows, meetings)
17. Assist colleagues whenever necessary and work collaboratively across departments
18. Other duties as assigned

COMPETENCIES

1. Planning Skills
 - a. Understands work flow process and time commitment
 - b. Anticipates and adjusts schedules for problems
 - c. Must be able to manage time, timelines, and priorities
2. Communication

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EVERLIGHT

- a. Excellent oral and written communication skills to communicate status, tasks, and reporting
 - b. Provides the full information to allow people to do their job efficiently
 - c. Provides information for accurate and timely decisions
 - d. Communicates clearly to colleagues
 - e. Ability to listen and take action
 - f. Communicates and collaborate across departments
3. Knowledge of Company Strategy
 4. Integrity/Trust
 - a. Admits mistakes
 - b. Insists on honesty and trust with team
 - c. Keeps confidences
 - d. Exhibit judgment
 - e. Does not misrepresent him/herself
 - f. Upholds the Everlight integrity with customers
 5. Problem solving
 6. Embraces change and looks at better ways
 7. Work independently
 8. Relationship builder with strong service attitude
 9. Anticipate needs of Company and department
 10. Maintain excellent relationships internally and externally

EXPERIENCE OR SPECIALIZED KNOWLEDGE

1. College Degree desired (or equivalent work experience)
2. 1-3 years in administrative and inside sales experience
3. Experience in the LED or electronics industry is a plus.
4. Outstanding communication and interpersonal abilities
5. Possess critical thinking skills
6. Excellent verbal and written skills
7. Salesforce knowledge and experience is a plus.
8. Excellent organizational and leadership skills
9. Detail oriented
10. Ability to multi-task
11. Excellent negotiation skills
12. Experience in customer service/support or sales
13. System proficiency, especially in Excel, Power Point and have the ability to learn in-depth internal software programs
14. Must have authorization to work in the United States as defined by the Immigration Reform and Control Act of 1986

WORKING CONDITIONS

Monday – Friday 8AM-5PM with little to no travel. You may be requested to work overtime for special projects. Local Candidates are preferred.

This job description should not be considered all-inclusive. It is merely a guide of expected duties. The employee understands that the job description is neither complete, nor permanent and may be modified at any time. At the request of their supervisor, an employee may be asked to perform additional duties or take on additional responsibilities without notice.