



## Job Profile

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.

As a result of our continued growth objective, we are seeking a highly motivated and skilled Intermediate level Distribution Inside Sales Representative to support our distribution sales team and their customers in any aspect of the business to facilitate sales. The ideal candidate will assist in building strong relationships with distributors and be able to help identify needs and requirements to promote our company's products and achieve mutual satisfaction. The goal is to contribute in sustaining and growing our business to achieve long-term success.

### **DISTRIBUTION INSIDE SALES REPRESENTATIVE JOB RESPONSIBILITIES & ACCOUNTABILITIES**

1. Monitor sales (POS) numbers and create reports for sales team review
2. Answer potential customers' questions and sending additional information via email and phone.
3. Understanding the offering product and keeping up with product and service information and updates
4. Provide official quotations to customers
5. Creating and maintaining a (POS) database of current and potential customers.
6. Researching and qualifying new leads.
7. Communicating with customers, making outbound calls to potential customers, and following up on leads via phone and e-mail.
8. Find/Process cross parts
9. Understanding customers' needs and identifying sales opportunities.
10. Process Ship and debit's ( Prepare documentation for Disty sales team review)
11. Explaining and demonstrating features of products and services.
12. Process requests for samples and follow ups
13. Projects and tasks that are assigned with distribution focus in the area of sales & marketing
14. Consistently meet or exceed monthly sales quotas
15. 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
  - 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

#### **WORK HOURS & BENEFITS**

This is a full-time (hourly, Non-exempt) position, Monday through Friday; 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as job duties demand. Lunch break is 1 hour daily. Current Benefits offered: Medical, Dental and Vision insurance, Life insurance, Vacation, Sick and Personal time, Simple IRA, Short-Term and Long-Term Disability insurance.

(Working hours and benefits can change at any time by management and/or during renewal/open enrollment.)

#### **EXPERIENCE OR SPECIALIZED KNOWLEDGE**

1. College Degree in related field - preferred
2. Some Inside Sales experience – is a plus
3. Experience/understanding of Opto-electronic components is preferred
4. Excellent verbal, communication, written (email etiquette) and presentation skills
5. Advanced computer skills in Excel and PowerPoint is a must
6. Familiarity with negotiation, upselling and other sales tactics
7. Strong listening and sales skills
8. Excellent phone and cold calling skills
9. Ability to work cross function in the organization with a team effort
10. Detail oriented
11. Ability to multi-task, prioritize, and manage time effectively
12. System proficiency, especially in Microsoft Office and CRM software such as Salesforce
13. Must have authorization to work in the United States as defined by the Immigration Reform and Control Act of 1986

*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.*