



Job Profile

POSITION: Inside Sales Associate
REPORTS TO: Inside Sales Manager
DATE: March 2014
REVISED: March 2016

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.

The position available is an intermediate level position with the opportunity to grow within our organization. The ideal candidate will have the ability to work cross function in the organization working with various departments. The main responsibility is generate new opportunities adequate to develop a sales pipeline to support quota attainment via telephone prospecting and supporting customer's needs and/or field sales.

POSITION ACCOUNTABILITIES

1. Assist existing customers
2. Process price requests
3. Consistently meet or exceed monthly and quarterly sales quotas
4. Perform outbound calls to generate new sales leads
5. Support Technical Sales Managers and/or Outside Sales Representatives
6. Set up and coordinate conference calls with customers and sales team
7. Find cross parts
8. Creation and/or follow up of sample requests
9. Implement price adjustments
10. 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

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EVERLIGHT

- 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. Experience in the LED or electronics industry preferred
3. Excellent verbal and written skills
4. Salesforce knowledge preferred
5. Detail oriented
6. Ability to multi-task
7. Experience in customer service/support or sales
8. System proficiency, especially in Excel, Power Point and have the ability to learn in-depth internal software programs
9. Must have authorization to work in the United States as defined by the Immigration Reform and Control Act of 1986

WORKING CONDITIONS

Friendly office environment Monday – Friday 8AM-5PM with little to no travel and work overtime as needed with approval. 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.