



## Job Profile

POSITION: Inside Sales Representative  
REPORTS TO: Distribution Sales Manager  
REVISED: April 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 entry 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 sales reps, account managers, engineers, the factory team, our distribution partners and their customers. The main responsibility is to support distribution sales team and their customers in any aspect of the business to facilitate sales.

### POSITION ACCOUNTABILITIES

1. Handle phone and email inquiries
2. Qualifying and following up on new design opportunities
3. Processing and maintaining the quotes issued in quote system and price application
4. Processing request for samples and follow ups
5. Processing technical data requests
6. Managing the database for debits, RMA's and point of sales and inventory
7. Competitive analysis on distributors, competitive suppliers in our market
8. Projects and tasks that are assigned with distribution focus in the areas of sales & marketing
9. Consistently meet or exceed monthly and quarterly sales quotas
10. Set up and coordinate conference calls with customers and sales team
11. 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

#### **EXPERIENCE AND REQUIRMENTS**

1. College Degree in related field or equivalent Inside Sales experience – preferred
2. Advanced computer skills in Excel, PowerPoint, & Word is a must
3. Ability to work cross function in the organization with a team effort
4. Exceptional organizational & time management skills
5. Strong multitasking skills
6. Ability to appropriately prioritize tasks
7. Technically oriented and highly motivated self-starter
8. 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 management 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.*