

# Job description

Inside Sales Representative & Administrator needed for off-highway diesel power transmission service center in Jacksonville, FL. GL Power specializes in the sales, service and support of off-hwy. power-shift transmissions, commercial and pleasure craft marine transmissions, water jet propulsion systems, power take-offs, axles, torque converters, transfer cases and pump drives. The markets we serve include customers within the Construction, Marine, Irrigation, Agricultural, Forestry, Mining and Oil & Gas markets.

## Job Purpose/Performance Outputs:

The candidate we are seeking will be an honest, hard-working and ethical person who naturally enjoys talking with people, selling & discussing products, problem solving, some data & accounting activities and the overall business process. This person is an integral part of the branch operations team and should be flexible to assist with other functions or projects as needed.

## Essential Functions Performed:

(Other functions/tasks may be required besides those listed)

- Handles incoming customer calls and emails regarding any part or unit sales needs.
- Process customer orders, handles customer service requests & assists in accounts receivable.
- Process vendor invoices for payment, communication with vendors, ordering office supplies.
- Assist in receiving paperwork for parts and unit shipments into branch.
- Handles branch credit card postings and tracking of receipts & branch expenses.
- Assists in ordering inventory for branch, annual cycle counting and documentation.

## Core Job Competencies (skills, knowledge, abilities) Required:(Others may be required)

- \* Communication skills, including verbal, written and phone
- \* PC skills - Outlook, Excel, etc.
- \* Basic accounting principles
- \* Translation of product documents and specifications to customers
- \* Attention to Detail
- \* Mechanical aptitude at a basic level
- \* Problem-solving skills (ability to identify problems, analyze for cause and develop solutions )
- \* Knowledge of company products and services specific to branch customers and vendors
- \* Knowledge of basic accounting procedures and processes

**Minimum Education Level, Type, Certification :**

- High School Diploma w/ 2 Years of Inside Sales & Customer Service experience
- Associates Degree in Accounting/Marketing or Business related field

**Specific Experience - Amount and Type:**

- Two years minimum in marine related field or off-hwy. equipment industry experience
- One year in an equipment distribution or dealer type organization offering sales & service support of products.

**Job Conditions / Requirements:**

Normal workday hours: 8 am - 5:00 pm

Valid driver's license

Successfully pass background check and drug screening

Supply references

**We Offer:**

-Great hourly wage

-Medical Insurance

-Vision & Dental Insurance

-PTO, paid time off / vacation

-Great work environment