

Job Title : Inside Sales
Name Department : Sales
Reports to : General Manager
Is replaced by : Sales Manager

TASKS

- Makes quotations and calculations in accordance with instructions.
- Makes order confirmations in accordance with instructions.
- Has telephone contact with customers.
- Judges warranty requests in accordance with the warranty process.
- Works with the IT tooling in accordance with the working arrangements.
- Monitoring of quotation- and order processing times.
- Order transfer to the applicable departments in accordance with processes.

RESPONSIBILITIES

- Quality quotations and order confirmations.
- Quality of input data for order processing.
- Sending out quotations within the deadline agreed with the client.
- Quotes prices above the minimum budgetary margin established.

ABILITIES

- Co-signing quotations and order confirmations in accordance to competence matrix.