



Job Title: Sales Technician

Job Location: Richmond, IN

Reports to: Sales Manager

Job Description:

- Responsible for quoting/estimating Elevator Products and Systems to the Elevator Industry.
- Proactively contact current and prospective customers in efforts to develop and increase current sales levels with phone, electronic and personal contact.
- Provide customer service sales.
- Process and enter quotes/sales orders into company AS400/Mapics system.
- Analyze market and work with management to ensure proactive measures are in place.
- Participate in special projects and other duties as required or assigned.

Requirements:

- Two year degree required, however sales and elevator industry experience may be substituted.
- Three or more years of elevator experience a plus.
- Ability to work in team environment.
- General computer knowledge in word processing, spreadsheets, database, and programming required.
- Must be able to interpret job specifications and field surveys to ensure proper materials and pricing are provided to customers.
- Ideal candidate will be self-motivated with strong leadership, organizational, communication, and time management skills.