

INSIDE SALES EXECUTIVE – INDIA
REF #- CTXIND001

We are an international company that aims to be an effective and efficient source of components for electronic applications used across several industries - automotive, health, telecommunication, security, home entertainment and other industrial areas. We are committed to leveraging our worldwide operations and alliances to provide our clients with a full range of solutions in the manufacturing and design of electronic parts and products. We provide support to our customers from product concept to commercialization.

Synopsis

We are seeking career minded individuals to add to our fast-paced account management team. The Inside Sales Executive will build strong relationships based on personal account management services to an established client base. The I.S Executive will manage pre-existing accounts from order-placement to order delivery to the customer's warehouse. Responsible for quoting, invoicing, shipping, and customer relations/support for our Business Development Managers, Engineers, overseas Manufacturing Companies and U.S. Customers. ***There is no selling involved except for selling your great customer support and account management skills to all parties involved.***

The IS Executive is responsible for key account management including:

- ✓ Support the sales initiatives of the Business Development Manager
- ✓ Order placement, tracking and follow up with overseas logistics department within the company.
- ✓ Managing Sales Orders, Purchase Orders, Requests for Sample Production
- ✓ Coordinating delivery of order to customer
- ✓ Coordinating with customers, and business developers
- ✓ Managing the entire order process
- ✓ Exerting effective communication on a daily basis.

Essential and desirable skills, knowledge, and previous work:

- ✓ Account Management and support of major accounts
- ✓ Provide Quotation / Respond to request
- ✓ Address complaints
- ✓ Follow up with customers
- ✓ Generate sales orders/ purchase orders
- ✓ Monitor order completion
- ✓ Synchronize issuance of Invoice
- ✓ Work in fast paced /timely manner
- ✓ Detail oriented
- ✓ Problem solving and prevention
- ✓ Sense of urgency
- ✓ Strong Interpersonal Skills
- ✓ Ability to prioritize effectively
- ✓ Self Empowered, driven
- ✓ Ability to learn quickly
- ✓ Strong focus on customer satisfaction
- ✓ Committed team player
- ✓ Great positive attitude
- ✓ Proficient with Microsoft Excel, Word, Outlook.

Must have/be:

- ✓ Excellent English language skills – Verbal & Written
- ✓ Excellent communication and follow-up skills
- ✓ Excellent listening skills
- ✓ Excellent attention to detail skills
- ✓ Great time-management skills
- ✓ Experience with MS Office – Excel
- ✓ Desire to excel
- ✓ Very organized
- ✓ Able to work at a fast pace

A plus but not required:

- ✓ Experience with the PCB - Printed Circuit Board industry or related field
- ✓ Understanding of the manufacturing processes of different product lines
- ✓ Knowledge of NetSuite program/application

We offer:

- ✓ To be a part of a very dynamic, growing company
- ✓ Competitive compensation
- ✓ Career development and growth potential within a fast growing company
- ✓ Great working environment where your competence and dedication will be valued

We are a growing, financially-strong company looking for sharp, driven, dedicated individuals experienced in managing accounts. Fresh graduates are also recommended to apply.

We are looking to hire the right candidate(s) immediately

Please submit your resume to indiarecruiting@circuitronix.com with salary requirements.

NOTE: Individuals with a technical background, engineering background or studies, or having worked within the electronics components industries, industrial industries, manufacturing, or IT companies (inside sales, client services, account management, logistic coordinator or similar/related positions) are encouraged to apply, as well PT-College students and recent graduates.