



**Job Title:** Inside Sales Support Representative (Quoting Specialist)

<b>Department:</b>	Operations	<b>Start Date:</b>	Immediately
<b>Location:</b>	560 Washington Street, Suite 3 Wrentham, MA 02093	<b>Position Type:</b>	Full Time 8:00 - 4:30

East Coast Filter, Inc is an Industrial Filter/Filtration distributor seeking a Sales Support Representative (Quoting Specialist) to join our Business Development Team. We have a small office environment with a teamwork attitude.

**Job Description:**

The Sales Support Representative communicates with existing and new accounts to obtain project information as required. The Sales Support Representative works closely with customers and vendors to provide quoting for orders/proposals.

**Responsibilities:**

- Provide critical customer support by managing inbound and outbound phone calls and emails
- Communicates with customers to obtain orders
- Communicate with vendors to obtain pricing
- Develop, proof-read and send quotes to customers
- Follow up on projects, quotes and proposals
- Maintain accurate customer records by updating account information in our database(s)
- Build relationships with clients to encourage long-term partners

**Skills/Qualifications:**

Typing, Multi-Tasking, Team Player, Attention to Detail, Excellent Proof-Reading Skills, Ability to Prioritize Tasks, Moderate to Advanced Skills within the Google Suite, Proposal/Quote Generation, Problem Solving in a Fast Paced Environment, Customer Service, Organized, Excellent and Clear Written and Verbal Communication Skills, and a Positive Attitude.

**Competitive Benefits:**

Medical, Dental, Life Insurance, 401K, Paid Vacation and Sick Time.