

WERMA Signaltechnik is a growing international company with more than 370 employees at 8 locations. The company has established a new industrial standard with modular signal towers. Today, WERMA provides optical and audible signal devices and related systems for process optimisation in manufacturing and logistics.

We are looking for an

Inside Sales Specialist

in part-time with flexible working hours - Norcross, GA



EUROPE'S
LEADER IN
SIGNALLING



As Inside Sales Specialist, your primary objective is the accurate and timely maintenance of data in regards to administration, processing of incoming orders and customer inquiries. This includes assisting with the maintenance of CRM and ERP (SAP) databases and special projects.

The inside sales specialist is also instrumental in supporting prospecting, qualifying and generating new sales leads to support the Sales Managers, for maintaining customer data and for contributing to the marketing activities.

Responsibilities

- Answer phone calls and direct incoming calls promptly and efficiently
- Prepare and maintain daily files for sales, open order and incoming order interface between ERP (SAP) and CRM including reviewing accuracy of the file and making corrections when necessary
- Lead Generation to support WERMA USA Sales Team
- Development of new business via phone and mass communication such as email and social media
- Follow up on leads and conduct research to identify potential prospects
- Maintain customer database by updating customer profile and contact information and new account information
- Provide customer support as needed
- Research for market trends, market developments and product news
- Supporting the marketing activities and promotional campaigns
- Provide accounting support to the accounting department with AR/AP and invoicing
- All other duties as assigned by your immediate supervisor
- Other responsibilities as needed

Skills

- Microsoft Office including PowerPoint, Excel, Outlook and Word
- Experience with ERP (SAP) systems
- Strong verbal communication
- Administrative Writing skills
- Well organized

Do you think this is a good fit for you and feel excited about the opportunity? We can't wait to hear back from you.

Please submit your resume to career-us@werma.com. For clarification of open questions, please contact **Mr. Udo Starke** at 315-967-4933.