



Inside Sales Manager

POSITION PURPOSE AND OBJECTIVE

The primary function of this position is to establish and maintain healthy customer relationships, providing quality, and efficient services for all of Vermillion's customers. By utilizing thorough knowledge of the Company's products and working with various departments, they will coordinate and satisfy customer requests. The Internal Sales Manager will be responsible for quoting new business and handling customer requests, including but not limited to requests for quote, purchase orders, order status inquiries and resolving issues.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Quote prices and bid packages for existing and new customers
- Resolve customer issues in a timely manner
- Develop new business by working with representatives, finding opportunities on Government bid boards and through internet searches
- Enter and maintain customer purchase orders in Syteline
- Management of the Customer Service and Program Administrator Representatives
- Manage and maintain RFQ Log by assigning quote numbers when RFQs are received and distributing to appropriate departments
- Manage, type and submit bid proposals that are developed by the Estimating and Finance departments
- Manage and monitor assigned customer schedules using internet portals
- Monitor backlog and production schedules to ensure customer delivery schedule is met
- Attend weekly production status meetings
- Program Manage high profile programs as required and/or assigned
- Provide ad hoc reporting for Management
- Recommend process and procedure improvements
- Perform other duties as assigned

QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The list below is representative of the qualifications required to successfully fulfill the obligations of this position and is not intended to be all-inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree in Business, Marketing, Finance, or related field; or equivalent work experience strongly preferred
- Two or more years in a supervisory role
- Demonstrated experience in a customer-centric environment
- Previous work experience in a manufacturing environment strongly preferred
- Previous experience in the Aerospace and Defense industry preferred
- Strong interpersonal communication skills
- Ability to organize, manage, and complete multiple tasks
- Ability to work independently, with minimal supervision
- Strong working knowledge of Microsoft Windows and Office applications

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. In addition, this document should not be construed as an employment contract, implied, explicit, or otherwise. Vermillion is an equal opportunity employer.