



Position: Inside Sales, Solar Division

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This is a crucial, team player role that will be highly valued and respected as a part of the solar team. We need a reliable, positive, can-do person looking for the opportunity to help us grow our business! Work hard, get rewarded, make a difference.

Job Responsibilities:

- Enter, track, follow up & expedite sales orders, quotes & leads.
- Passion for solar and helping others.
- Attention to detail for order accuracy.
- Solutions finder – offer suggestions to get things done quickly and accurately.
- Ability to juggle multiple jobs and prioritize appropriately.
- Ability to quickly respond to requests and switch gears.
- Committed to proactive sales and making things right for our customers.
- Support the Outside Sales team, as well as the rest of your inside team with order entry, product sourcing and pricing, and making sure products get to where they need to go on time.
- Contribute to both inventory and gross margin improvement opportunities.
- Contribute to negotiation, renewal, and maintenance of pricing contracts.
- Participate in service center sales programs, goals & product training.
- Identify and communicate inventory recommendations.
- Use NCE order entry software program.
- Quote and run solar projects.
- Other duties as assigned.

Minimum qualifications:

- Solar Industry experience in a sales or customer service role
- Commitment to constant improvement, teamwork and DIRTFT (do it right the first time) attitude.
- Ability to work directly with customers and suppliers.
- Able to work independently, handle multiple tasks, and prioritize.
- Computer literate in Adobe, Word, Outlook, and Excel.
- Able to utilize internet to get product information and quotes from manufacturer websites for submittal information.
- Ability to work with manufacturer provided software for pricing and product information.
- Detail oriented.
- Can-do attitude, work well as part of a team and focus on team priorities.
- Ability to learn manufacturer pricing programs.
- Good written and verbal communication skills.
- Minimum 2 years' experience in sales, marketing, or customer service
- Priority given to those with inside sales and/or counter sales experience; solar experience highly preferred.

Physical Requirements and Work Environment:

- Office environment, mainly seated at a desk.
- Frequent computer and phone use.
- Standing and lifting in support of counter sales.

Compensation:

Hourly rate plus commission and overtime opportunities; pay depends on experience and the value you can bring to the team.