



Job Description: Inside Salesperson

Mayer Malbin is a supplier of pipe, valves, & fittings to the mechanical, plumbing, heating, sprinkler & waterworks trades in the New York metropolitan area. We are looking for an entry-level sales associate to join our inside sales team. Training will be provided. No previous sales or technical sales experience is necessary.

Website: www.mayermalbin.com

Job: Inside Salesperson

Pay: Salaried

Office Address: 62-25 30th Ave, Woodside, NY 11377

Responsibilities:

- Receive orders, quote requests, and other customer-service-oriented tasks via phone, email, fax, and other colleagues
- Enter customer orders and quotes into our computer system
- Assist customers with their requests for product, order, and other information
- Learn and build an in-depth understanding of our products, processes, and systems
- Exhibit patience and deference to customers
- Call and email with customers
- Generate leads via cold calls
- Assist with lead generation by managing incoming leads, setting appointments for meeting with customers, and following up
- Proactively cultivate and strengthen relationships with new and existing clients
- Assist Outside Salespersons with their customer and product-related needs
- Respects and appropriately uses the internal chain of command.
- Performs other duties as assigned.
- Adheres to the rules and regulations as set forth in the Employee Handbook.

Qualifications:

- Previous experience in technical sales preferred
- Bachelor's Degree preferred
- Eagerness to learn and retain new information
- Outgoing and friendly, both with customers and co-workers
- Strong interpersonal and communication skills, in person and over the phone
- Competent and fluent with Microsoft Office & Excel, Google Workspace, e-mail, and Windows computers
- Punctual
- This job is a full-time position
- Must work from the office. This is a non-remote job
- Driver's License preferred

Benefits:

- 401(k)
- Health Insurance
- Paid Time Off
- Retirement Plan

We are an equal opportunity employer and prohibit discrimination/harassment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression. Or any other characteristic protected by federal, state, or local laws.

If interested in applying, please e-mail jobs@mayermalbin.com with your resume.