



M-B Companies
Human Resources Department
1615 Wisconsin Avenue
P.O. Box 200
New Holstein, WI 53061
800.558.5800

EMPLOYMENT

Inside Sales Associate

Posting Date: 10.29.18

We are currently seeking an energetic and results-oriented Inside Sales Associate to join the M-B Companies team. This unique opportunity, located in New Holstein, Wisconsin, will be responsible for selling attachments and brush products to wholesalers, dealers, and end-users over the telephone for the Attachments and Brush division of the Company.

M-B Companies is dedicated to being the leader in performance, reliability, and customer service as it has since 1907. M-B Companies has enjoyed steady growth by focusing on key niche markets. In doing so, M-B Companies provides high quality products and customer service for independent contractors, governmental agencies, and other road and airport organizations worldwide.

Essential Functions.

- Works directly with the Business Unit Director, Attachments and Brush to maintain customer accounts and assures product literature is current.
- Compiles lists of prospective customers for use as sales leads based on information from ad inquiries, trade shows, direct mail responses, aged leads, dealer resellers, business directories, Internet web sites, and other sources.
- Participates in bids, pricing, and proposals generated by the business units and serves as the primary liaison between the Company and dealer network.
- Handles inbound phone calls to convert leads into sales.
- Makes outbound lead follow-up calls to potential and existing customers by telephone and e-mail to qualify leads and sell products and services.
- Estimates date of delivery to the customer, based on knowledge of production and delivery schedules.
- Represents the Company as a Customer Service Agent by resolving price, service, delivery, technical, and quality issues that are associated with whole goods, warranty claims, and replacement parts.
- Emphasizes salable features, quotes prices and credit terms, and prepares sales orders in a timely manner.
- Obtains cost-effective freight rates for quotes and bidding process.
- Monitors the production schedule by communicating with the engineering, manufacturing, purchasing, and service departments to ensure that customer requirements and on-time delivery is met.
- Tracks inventory levels to quote accurate lead-times to customers.
- Builds and maintains customer relationships.
- Works with the Information Technology (IT) department to develop pertinent reports, as needed.
- Enters new and existing customer sales data into the computer database.
- Complies with the Company's established ISO processes.



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Knowledge, Skills, and Abilities:

- Proficiency with Microsoft Word, Excel, Outlook, and PowerPoint.
- Prior experience with Vantage manufacturing software is desired.
- Ability to write reports and other related correspondence.
- Ability to speak effectively in front of employees and customers.
- Ability to perform calculations such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply basic algebra and geometry concepts.
- Bilingual in English and Spanish a plus.

Education and Experience:

- High school diploma, or equivalent level of education, is required.
- Bachelors degree from a four-year college or university is preferred.
- Minimum of two years related sales experience is required.

Working Conditions:

- The employee may experience variable working conditions in the work environment. Examples include, but are not limited to, temperature variations, dust, noise, and exposure to moving mechanical parts.

Note: The statements herein are intended to describe the general nature and level of work being performed by the employee and are not be construed as an exhaustive list of responsibilities, duties, abilities and skills required of personnel so classified.

Individuals interested in applying to this opportunity must complete an employment application. The employment application can be downloaded at the following website: <http://www.m-bco.com/mb-corporate/employment>. All sections of the employment application must be completed in full. Please make sure to include your e-mail address on the employment application.

M-B Companies offers an excellent compensation and benefits package that includes health, dental, vision, life, disability, 401(k), paid time off, paid Company holidays, flexible spending accounts, and continuing education reimbursement.

For additional information about M-B Companies please visit our website at <http://www.m-bco.com/>.

M-B Companies is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.