



Inside Sales - Central Office - Edwardsville, IL

Job Type: Full-Time, Hourly Employee

Description: Schulte Supply, an established distributor of underground utility products, is seeking an Inside Sales Representative at our Central Office in Edwardsville, IL. This role is responsible for supporting our outside sales team by creating competitive quotes based on project specifications and logging sales. They are required to provide exceptional customer service via email, phone, and in-person. The ideal candidate will possess a strong attention to detail and have exceptional interpersonal skills. An ideal candidate would be proficient in Microsoft Office Suite and be experienced ERP software such as Epicor or SAP.

Experience: A minimum of 2-5 years in the water and/or sewer industry is required.

Key Responsibilities:

- Collaborate with the sales team to gather information on project specifications and customer needs.
- Prepare detailed quotes and proposals for water and sewer distribution projects, ensuring accuracy and competitiveness.
- Communicate effectively with customers to clarify requirements and address any questions regarding quotes.
- Maintain and update records of quotes in our ERP and/or CRM system, tracking status and follow-ups.
- Support the sales team in identifying opportunities for upselling and cross-selling based on customer needs.
- Stay informed about product offerings, pricing structures, and industry trends to create informed and strategic quotes.
- Participate in training sessions and workshops to enhance product knowledge and quoting processes.

Qualifications:

- Bachelor's degree in Engineering, Business, Sales, Marketing, or a related field (preferred).
- Preference for candidates with a background in engineering or related technical fields.
- Strong attention to detail and excellent organizational skills.
- Effective communication and interpersonal skills to build relationships with clients.
- Self-motivated with a desire to learn and develop within the industry.
- Proficient in Microsoft Office Suite; familiarity with Epicor ERP software is a plus.

Compensation Package:

- Salary: Negotiable Salary Based on Experience and Expertise

- Health Insurance:
 - Employee Only → Schulte Supply pays 100% of the premium
 - Family Insurance → Employee pays for the dependents' coverage
- Health Insurance Savings: Company distributes \$90 a month into a HSA that they can use for medical services only. Plus, employees can add to the HSA on a pre-tax basis.
- Retirement Benefits: 401k plan with up to a 10% company match plus a profit sharing plan deposited into your 401k plan
- Competitive Vacation Plan

Application Process:

- Please apply today via LinkedIn or visit <https://schultesupply.com/contact-us/employment-opportunities/> to apply using our application portal.

Note: Schulte Supply is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.