



Job Posting Sales Development Representative

Department: GSI Sales

Job Title: Sales Development Representative

Reports to: GSI Business Development Manager

FLSA Status: Non-Exempt

Location: Charleroi, PA

COMPANY PROFILE

DMI Companies, founded in 1978, is a leading manufacturer of HVAC accessories supplying the commercial, industrial and residential HVAC markets through a vast network of domestic and international distributors. DMI has national standing as an industry leading innovator that possesses integrity and leadership skills which are testaments to the quality manufacturing and operating procedures engaged by DMI Companies. DMI is building a better world for ourselves and our children by providing a sustainable environment through our products, operations and personal conduct.

OVERVIEW

The GSI Sales Development Representative (SDR) will facilitate the sales-driven goals of the SBU by collaborating with the Sales Account Managers and the Business Development Manager to execute the strategic sales plan. The SDR will provide support and service to the SBU on a national level. The SDR will also assist in administrative duties for DMI companies.

ESSENTIAL FUNCTIONS

Sales Development & Support

- Develop job quotes and price requests for GSI accounts and follow up to determine status. If lost, why and to whom. Continue the price quote and job quote tracking log and provide monthly reports
- Learn the product line and be the initial contact for customer inquiries
- Manage customer price books
- Track and maintain GSI claimbacks.
- Coordinate the shipment and follow up of samples, literature and promotional materials
- Manage the project specification
 - Track projects with GSI specified and track large projects in construction sectors where GSI is most often used
 - Identify engineering firms which don't allow snap-lock and work with Sales Account Managers to get them to approve GS+
 - Work with Sales Account Managers transition all Snap-Lock Specs to GS+ Snap Lock Specs
 - Update and maintain the MasterSpec and SpecLink Databases
- Attend tradeshow
- Track and coordinate organizational events (ASHRAE and SMACNA Chapter as well as code bodies)

- Organize Online training
- Assist with GSI Social Media
- Manage the CRM system and Sales Account Manager Monthly reports
- Manage GSI Business Development Manager's expense reports

Administrative

- Back-up DMI receptionist answering incoming phone calls
- Support other Senior Managers and departments as needed

EXPERIENCE & COMPETENCIES

- 0-3 Years Experience - insides sales or sales support role
- Highly proficient in Microsoft Office Suite – with advanced Excel skills
- PowerBI, CRM experience a plus
- Excellent time management and organizational skills with the ability to manage multiple tasks at once
- Effective oral and written communication ability
- Strong understanding of sales processes and marketing
- Experience making travel arrangements a plus

EDUCATION

- Bachelor's Degree – Required
- Business Administration, Finance, Sales or Related Field - Preferred

How to Apply: email resume and salary requirements to careers@dmicompanies.com