



# Howard Supply Company, LLC

**Date:** July 9, 2018

**Job Title:** Sales Development Rep

**Reports To:** VP Business Development

**FLSA Status:** Exempt

**Approved:** July 9, 2018

**Howard Supply Company, located in Fort Worth, TX is currently seeking to hire Full Time Sales Development Reps / Inside Sales Reps for long term employment. Great way to enter into the Oilfield and start on a career path with an industry leader.**

Opportunity to earn commission and benefits.

Visit [www.howard-supply.com](http://www.howard-supply.com) to learn more about our company.

Our hours of operation are Monday-Friday 7:00am-5:00pm.

**The Ideal candidate should possess the following qualities/skills:**

- Reliable
- Ability to follow direction
- Looking to grow with the company
- Fast Learner
- Energetic and positive
- Great listening and closing skills
- Ability to handle heavy phone work and provide excellent customer service
- Strong organizational skills
- Excellent verbal and writing skills

**Job Duties and Responsibilities:**

- Make between 80-200 cold calls per day from a company-provided list.
- Maintain list of clients, former/current clients and prospects to contact
- Maintain call logs and report detail regarding calls and appointments made.
- Understand the impact of handling calls professionally
- Effectively deal with job stress, including angry or upset customers.
- Use the most appropriate way to communicate with different behavior types on the telephone.
- Apply appropriate actions to effectively control a telephone call.
- Identify and use voice skills to enhance a good telephone presentation.

Job Type: Full-Time



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**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Competences:**

- Job knowledge – competent in required job skills and knowledge; exhibits ability to learn and apply new skills; uses resources effectively.
- Technology - demonstrates required skills and adapts to new technologies. Uses technology to increase productivity.
- Demonstrates attention to detail.

**Education and/or Experience:**

- 1 year telemarketing or retail experience

**Communication Skills:**

- Professional and effective written and oral communication.
- Exemplary customer service skills
- Strong initiative and ability to work independently
- Demonstrated work ethic, integrity and professional conduct.

**Mathematical Skills:**

Ability to perform calculations and mathematical figures, percentages, prepare quotes, pricing strategies and forecasting.

**Computer Skills:**

- Expert with inventory control and order entry software applications (MRP/ERP).
- Professional and effective written and oral communication.
- Exemplary customer service skills

**Physical Demands/Working Environment:**

- Ability to travel as needed.
- Manual dexterity required to use desktop computer and peripherals.
- Occasional lifting of items up to 25 lbs.
- Overtime as required.