

**POSITION: Inside Sales Manager**

**Reports To:** CEO

**FLSA Status**: Exempt

**Location:** Aberdeen, SD

**Job Summary:** The Inside Sales Manager serves as a critical interface between Sales, Production, Warehouse, Transportation, and Finance to ensure a smooth customer service experience from the beginning of the sales process to the point of the customer receiving the product. Responsible for managing a staff consisting of Customer Service Representatives and a Production Scheduler. This position reports to the CEO.

**Primary Duties and Responsibilities:**

* Ensures barriers are taken away from the sales team so that they may focus on selling.
* Manages Customer Service Representatives by providing consistent training and follow-up.
* Manages the Production Scheduler/Truck Board.
* Ensures all teams (i.e., Sales, Production, Warehouse, Transportation, and Finance) understands their responsibilities (i.e., duties and tasks) in meeting customer expectations.

**Required Knowledge/Skills/Abilities:**

* Ability to pay attention to details while focusing on big picture.
* Excellent mediation skills.
* Advanced computer skills.
* Strong verbal and written communication skills.
* Ability to train in small groups or one-on-one.
* Accountability skills and ability to hold other accountable.
* Strong coaching skills.
* Must be organized with exceptional time management skills.
* Must be 18 years of age and authorized to work in the United States.
* Ability to work flexible schedule.
* Valid driver’s license and insurance (if driving own vehicle).

**Education:**

* High School degree required.
* BS Degree in Business or Agricultural preferred.

**Physical Demands:**

* Ability to sit, stand, talk, walk, bend.
* Must follow safety rules and exercise caution in all work-related activities.

**Work Environment:**

* Office environment that can be hot or cold. Approximately 8-10 per day.

**Conditions of Employment:**

* Candidates selected for employment may be subject to medical examinations to determine ability to perform the job.
* Must pass pre-employment drug test if one is offered to be eligible for employment.
* Must be bondable and pass a background check.

This job description is not intended to be all-inclusive.  Employee may perform other related duties as needed to meet the ongoing needs of the organization.