

## Job Opportunity Notice

<b>Job Title:</b>	Inside Sales Representative	<b>Posting Date:</b>	2/28/18
<b>Work Location:</b>	Norwood, MA		
<b>Department:</b>	Sales		
<b>Reports to:</b>	Sr. International Sales Manager	<b>FLSA Status:</b>	Exempt
<b>Summary:</b>			
<p>Develops contacts for new and existing company products by telephone, email, chat and social media to generate sales or to close sales in coordination with the Regional Sales Managers. Maintains leads from incoming calls, tradeshow, AI website and following up on these inquiries to ascertain the quality of each lead for the Regional Managers. Responsible for customer information and generating opportunities for the sales pipeline.</p>			
<b>Experience Requirements:</b>			
<ol style="list-style-type: none"> <li>1. One to two years relevant work experience.</li> <li>2. Excellent planning, organizational, and prioritization skills.</li> <li>3. Proficient in MS Office Suite.</li> <li>4. Working knowledge of Saleslogix or other similar sales specific program a plus.</li> <li>5. Working knowledge of Eipicor9 or other similar manufacturing/accounting database a plus.</li> <li>6. Excellent written and verbal communication skills.</li> </ol>			
<b>Education Requirements:</b>			
<ol style="list-style-type: none"> <li>1. BS degree in Life Sciences or Business or equivalent combination of education and experience.</li> </ol>			
<b>Physical Requirements and Working Conditions:</b>			
<ol style="list-style-type: none"> <li>1. Typical office environment.</li> <li>2. Must be able to use basic office equipment: computer, printer, copier, telephone, etc.</li> <li>3. Must be able to remain stationary for long periods of time.</li> <li>4. Must be capable of communicating with stakeholders through various means.</li> </ol>			
<b>Application Process:</b>			
<p>Interested candidates should send their resume to:</p> <p>Advanced Instruments, LLC  2 Technology Way  Norwood, MA 02062  <a href="mailto:jobs@aicompanies.com">jobs@aicompanies.com</a></p>			