



# Inside Sales / Parts Specialist

The Parts Specialist, under the direction of the General Manager will be responsible for facilitating all aspects of Heavy Equipment Parts Sales to potential and/or existing customers.

## RESPONSIBILITIES:

- Manage parts inquiries and correspondence effectively, through email, by phone and other technology in a timely and courteous manner
- Use parts books to look up part numbers & source parts/components through dealer network
- Utilizes Company technical data, sales and promotional resources to generate leads and achieve sales targets
- Develop ongoing, profitable relationships with customers and continually maintain the professional image of the company
- Maintain a high level of product and service knowledge
- Provide customers with in-depth information regarding equipment & parts for sale
- Emphasize product features and benefits, quote prices, and prepare sales order forms and/or reports
- Maintain accurate records, including sales reports, inventory, billing invoices, and other documentation

## QUALIFICATIONS:

- Position requires knowledge within the heavy construction/mining industry and a strong sales and mechanical aptitude is required with preference given to 5 - 10 years' experience
- Results oriented with strong negotiation skills
- Strong knowledge of sales principles, methods, practices, and techniques
- Excellent organizational and time management skills
- High level of integrity and work ethic and to be able to thrive in target driven environment
- Able to build and maintain lasting relationships with customers
- Strong computer skills with the ability to demonstrate proficiency in software applications with working knowledge of the MS Office suite
- Strong communication and presentation skills with outstanding interpersonal aptitude

Job Types: Full-time, Permanent

Experience:

- Heavy Equipment Parts: 2 years Preferred
- Sales: 2 years Preferred

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