

## **Account Manager/Inside Sales Representative**

**Reports to:** Sales and Service Manager

**Hours:** 40 hours/week

**Wage:** TBD - depending on experience and skill level

### **Company Profile**

Located in the heart of Central Minnesota, Virnig Manufacturing has been designing and producing skid steer loader attachments since 1989. From engineering and cutting raw materials to machining, welding and painting the finished product, all steps of the manufacturing process are done in-house. Today, the family-owned and operated business has grown into a premium attachment manufacturer supplying North America and beyond. By integrating the latest manufacturing technologies and using top-of-the-line materials, Virnig has distinguished themselves as a cut above the rest in the manufacturing industry.

### **Position Summary**

Virnig Manufacturing is seeking a full-time Account Manager/Inside Sales Representative who will serve as a key customer contact and consultant, with responsibility for recommending solutions to the customer, quoting, selling, troubleshooting and fulfilling orders for our skid steer attachments and services based on their needs. Knowledge of products and their mechanical workings is important for quick and accurate follow-up and service. The account manager will work closely with the outside sales team and interacts daily with authorized Virnig dealers as well as end-users of the product. It's a great job for an ambitious professional who has an interest in our industry and can build relationships and provide outstanding customer service.

### **Responsibilities**

- Receive and process quotes, orders, pricing, availability, shipping costs, etc.
- Accurately enter orders for Virnig attachments and parts received via email and phone.
- Contact dealers regarding quote requests received from the Virnig website.
- Work closely with outside salespeople including quoting, reports and product availability.
- Execute phone campaigns for special programs and new attachments and territories.
- Recommend products and services that best fit customer needs.
- Answer basic technical questions about specific attachments, parts and accessories.
- Be cooperative, positive, and respectful with customers, supervisors and co-workers.
- Inform supervisor of any concerns that may arise.
- Other duties as assigned.

### **Skills**

- **Communicating with Persons Outside Organization** — Communicating with people outside the organization, representing the organization to customers and other external sources.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- **Communicating with Supervisors, Team Members and Co-Workers** — Providing information to supervisors, team members and co-workers, by telephone, in written form, email, virtually or in person.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Gathering Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Organizing, Planning, and Prioritizing Work** - Ability to multi-task and work on a number of projects at one time while keeping deadlines at the forefront.

### **Requirements**

- Bachelor's degree or equivalent experience
- Three years of sales experience
- Experience operating a skid steer
- Knowledge of skid steer attachments or related equipment preferred
- Exceptional relationship building and communication skills
- Strong planning, problem solving & multitasking abilities
- Self-motivated, ability to follow directions and follow through with projects

### **Benefits**

- Family owned and operated with a team-oriented culture. Success is achieved by working together.
- Paid time off
- Health insurance
- Dental insurance
- Life and Disability Insurance
- 401(k) including match
- Wage dependent on experience

### **VIRNIG MANUFACTURING IS AN EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, national origin, marital status, familial status, pregnancy, sexual orientation, age, disability, military service, veteran status, gender identity, status with regard to public assistance, or any other class protected by law. The company provides reasonable accommodations to applicants with known disabilities, unless doing so would cause undue hardship for the Company.