



Inside Sales Coordinator

Repete, a leading and global software technology company, with world headquarters in the greater Milwaukee area, develops automated control systems solutions. We provide a result-orientated, fun, and healthy work environment for our employees.

We have a new, exciting fulltime position as a Sales Coordinator and are searching for a high-energy, detail oriented individual, who enjoys being part of a winning team.

This role will support the Global sales teams by working closely with the Sales Representatives, the Sales Support Specialist, the Marketing Specialist, and the Customers. You will closely monitor sales transactions and maintain clear lines of communication within the team.

Job Duties & Responsibilities:

- Manage all inbound sales requests in NetSuite (Oracle)
- Assist sales reps with lead generation and follow-up in NetSuite and Badger Maps
- Maintain clear communication with sales teams, customers, and other departments
- Track sales activities, manage customer data, and generate reports
- Coordinate sales forecasting, with the Sales Teams and Management
- Address customer inquiries, resolve issues, and ensure customer satisfaction
- Assist in implementing and improving sales processes and procedures
- Work closely with the Sales Support Specialist and collaborate on sharing workload between the functions.

Skills and Qualifications

- Communication: Excellent verbal and written communication skills.
- Organization: Strong organizational and time management skills.
- Problem-Solving: Ability to identify and resolve issues effectively.
- Interpersonal Skills: Ability to build rapport with customers and colleagues.
- Computer Skills: Proficiency in using CRM software and other relevant tools.
- Sales Knowledge: Understanding of sales processes and techniques.
- Industry Knowledge: Knowledge of the industry or products being sold is a plus.
- Customer Service: Strong customer service skills.
- Teamwork: Ability to work effectively as part of a team.

Requirements:

- 2 year associate degree or equivalent experience
- 3-5 years prior customer service experience
- Working knowledge of Microsoft Office: Word, Excel, and Outlook
- SharePoint and PowerPoint experience desired
- High level of organization, prioritization and time management skills
- Flexible, adaptable, detail oriented, and self-motivated