

# Inside Sales Representative

## Position Summary

Chemtrac LLC, a manufacturer of water quality analyzers, is seeking a full-time Inside Sales Representative to join our team in Norcross, GA. The person in this position will play a key role in driving company sales, including qualifying leads, generating quotes, managing spare parts and house accounts, and executing marketing campaigns. This role requires a proactive, detail-oriented professional with strong communication skills and a technical aptitude for water treatment and instrumentation.

## Key Responsibilities

- Generate and follow-up on quotes for customers and sales reps using CRM (Zoho)
- Create and implement targeted call and email campaigns
- Maintain customer records and sales activities in CRM
- Help track lead progress and sales pipeline
- Support regional sales managers and manufacturer's reps
- Provide basic technical product guidance to customers, and if necessary redirect them to appropriate support personnel
- Coordinate with production, shipping, and engineering departments to ensure order fulfillment and customer satisfaction
- Assist with tradeshow support

## Qualifications

- 2–5 years experience in inside sales, customer service, or technical support (preferred in instrumentation, electronics, or within water treatment)
- Associate's or bachelor's degree in business, marketing, engineering, or related field (preferred)
- Strong verbal and written communication skills
- Comfortable reading technical literature and learning about sensor-based products
- Experience with CRM systems and quoting tools
- Proficient in Microsoft Office/365 (Excel, Outlook, Word)
- Self-motivated and able to multitask in a fast-paced environment

### **Preferred Attributes**

- Background or interest in **water treatment, environmental technology, or instrumentation**
- Experience working with **municipal or industrial customers**
- Familiarity with **distribution networks or manufacturers' reps**

### **Compensation & Benefits**

- Competitive salary (commensurate with experience)
- Performance-based incentive opportunities
- Health, dental, vision, life insurance, etc.
- 401(k) with company match
- Paid vacation and holidays