



Inside Sales/Commercial Account Representative

Location: Katy, TX

Hours: Full-time

Education/Experience: A Bachelor's degree in Engineering, Construction, Business Administration, or a related field is desired

POSITION SUMMARY

If you can work in a multifaceted role and wear many hats to help drive business for an organization, you may be the Inside Sales/Commercial Account Representative (CAR) **FORGE** is looking for.

In this position, you'll be in regular communications with Sales Representatives and customers to create proposals, review plans and specifications, generate quotes, and process all other customer requests.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review plans and specifications, generate proposals, and handle customer inquiries
- Complete order reporting and tracking
- Manage **FORGE**'s CRM (Microsoft Dynamics)
- Prepare customer vendor qualifications
- Manage external lead systems
- Assist Sales in acquiring and processing customer needs and requests
- Act as the account lead where no salesperson is assigned or when the customer's segment warrants direct service
- Follow up regularly with customers and reps to build relationships and ensure proposals, deliverables, and other communications meet customer needs
- Generate various conceptual drawings, sketches, and specifications on jobs
- Support key representatives or house accounts
- Interact with various departments as needed to support sales and complete tasks
- Attend and support various local and national trade shows

FORGE-Global.com | 24275 Katy Fwy | Suite 250 | Katy, TX 77494

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- Generate internal requests for engineering design and estimates based on customer requirements
- Review estimates and prepare final sales proposals
- Process sales orders and coordinate with other departments
- Coordinate customer kick-off meetings
- Act as a back-up representative for field salespersons
- Perform other duties as assigned

QUALIFICATIONS

- A Bachelor's Degree in Engineering, Construction, Business Administration, or a related field is desired
- Excellent organizational and time management skills
- Ability to read and understand technical/construction plans and specifications
- Excellent written and verbal communication skills
- Knowledge of various Microsoft Office programs including Word, Excel, Access, PowerPoint, and Explorer
- General knowledge of construction procedures and processes is desirable, but not required
- Working knowledge of Salesforce.com and AutoCAD is desirable, but not required
- Bilingual is desired, but not required

If this sounds like the perfect role for you, please visit <https://forge-global.com/careers/> to submit your application.

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