

Junior/Graduate Sales Coordinator

Based: Corporate Drive, Indianapolis, IN 46278

Overview

Are you someone who wants a new challenge and is looking to push yourself? If you have previous customer support experience and looking for an exciting new role, this could be the ideal position for you. Techni is seeking a full time Junior/Graduate Sales Coordinator. This role would see you join an experienced sales team and is office based, Monday to Friday 9am until 5pm.

This role will have a mix of responsibilities with new learning experiences every day. You will be part of a growing family owned and run business who are investing in the future and looking to grow their sales team. Techni are looking for someone who is proactive, organized, goal driven and excited at the prospect of learning new things and taking their skills to the next level.

A little about Techni

All you need to do is look around at vehicles on the road to see Techni products, every time you see a van with your favorite supermarket logo on the side, chances are our product will be fitted to that vehicle allowing the vehicle to do to the job it needs to do.

Applying for the role

To succeed in this Junior/Graduate Sales Coordinator role, you will require the following:

- Strong sales or customer support skills
- The ability to work in a customer-driven environment
- High Motivation with the ability to be proactive
- Excellent communication and listening skills
- Be organized and a good timekeeper
- Be process driven
- Friendly, calm and efficient – even when under pressure
- Excited about the challenge of a varied and fast-paced job
- Knowledge and experience working with Microsoft office: Outlook, Excel, Word etc.
- Able to work alone as well as in a team

Full comprehensive training will be provided when you start to allow you to learn the mobile refrigeration and the products have available for the North American market, allowing you to conduct your key responsibilities and accountabilities.

Your day-to-day activities will include but not be limited to:

- Entering new sales orders onto our system
- Taking incoming calls and emails to help customers with queries and enquiries

Techni US LLC | 6546 Corporate Drive
Indianapolis | Indiana | IN 46278

t +1 (317) 672 3364 | e info@techni.us

www.techni.us



- Checking stock availability
- Updating customers on orders
- Raising warranty claims and customer returns
- Following service and warranty processes

A fantastic opportunity to join our family-run business in our US HQ in Indianapolis. Training and support will be given where needed but we also encourage independence and initiative. We're looking for someone who is friendly with an eagerness to learn and work in a small - but ever-growing - team, to help us grow and play a part in the success of the business! If you have great customer service skills and are looking for a new and exciting position in a great family-run company, please send your CV to: james.mitchell@techni.us

Look forward to hearing from you!

Type: Full time, permanent

Salary: DOE

