

## Inside Sales Support Representative

Valencia, CA

### Who We Are

Lavi Industries is the premier manufacturer of innovative queue management fixtures and software solutions for guiding people in, through, and out of commercial and government facilities. We are headquartered in Valencia, California with facilities in New York, and sales offices throughout the US. We pride ourselves in our pursuit of excellence through the dedication and integrity of our people since 1979. We offer the right candidate an opportunity to excel in an entrepreneurial environment, as well as an attractive compensation package.

Come be a part of our team!

### Job Summary

Lavi Industries is currently seeking an Inside Sales Support Representative to manage and direct the account relationships to service and retain commercial account customers and prospects. In addition, assist with projects to sell Lavi products as well as develop new business relationships by calling on prospective customers in targeted businesses.

- Fully supports Sales Executive with customer/prospect inquiries, RFQ's and RFP's. Assists in preparing proposals.
- Develops and maintains small accounts and/or market to ensure maximum sales and profits.
- Makes proactive calls to customers & prospects to ensure customer satisfaction while promoting new products.
- Makes outbound lead follow-up calls to potential and existing customers to qualify sales leads and sell products.
- Acts as a liaison between the customer, operations, and customer service (i.e. Investigates customer issues, documents findings, and takes corrective actions to resolve).
- Maintains a high level of communication and support to remote salespersons. Provides technical product support to field sales and customer service.

### Qualifications

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# Careers



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### Qualifications

- High School diploma or equivalent. Bachelor's Degree preferred.
- Minimum of 2-4 years customer service or call center experience.
- Excellent telephone skills for outbound calling.
- Ability to professionally handle incoming calls with pleasant, informative and courteous attitude.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to read and understand blue prints and architectural drawings preferred.
- Working knowledge of Microsoft Office, including Word, Excel and PowerPoint. Working knowledge of general office equipment and tools (copier, fax, scanner, internet, etc).
- Must be highly organized and have the ability to work independently.

Equal Opportunity Employer. To apply, send cover letter and resume to [Jobs3@lavi.com](mailto:Jobs3@lavi.com)

**APPLY NOW**