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| **Job Description** |
| Position: TL Inside Sales Coordinator I |
| Direct Supervisor: Inside Sales Manager |
| FLSA Job Status: Exempt |
| Department: Inside Sales |

Essentials of the Role

* Initiate and conduct sales calls on potential transactional customers (TL, Dry Van, Specialized)
* Determine the setup process, margin percentage, and rates we offer to each customer, exercising independent judgment
* May travel to meet with prospects and customers as needed
* Build relationships with prospective customers
* Manage accounts to retain existing business and grow share of business
* Maintain relationship with clients to secure referrals
* Execute sales call plans and other sales strategies that increase pipeline and new landed business
* Track and maintain all sales activities in HubSpot CRM
* Quote shipment prices to customers, exercising independent judgment
* Communicate all pertinent details with Truck Finders to properly hand off truckload shipments to be covered
* Enter all customer orders in computer system
* Identify prospective opportunities through communication, programs, prospect visits, and other activities as needed
* Find trucks and track shipments for all non-truckload modes
* Invoice clients for all shipments
* Enter and maintain TL freight rates into computer system
* Prospect for new sales leads through networking, research, and cold calling
* Receive calls from vendors and customers, maintaining a high level of customer service
* Research current market conditions and business trends to maintain consistency in quoting and increasing margin
* Recommend changes in operational methods and procedures for improvement
* Provide reports to customers and supervisors
* Employee may be asked or required to drive a company vehicle
* Other duties as assigned by management

Job Requirements

* *Bachelor’s Degree preferred; High School Diploma or Equivalent required*
* 0-1 year of experience
* Strong written and verbal communication skills
* Possess excellent telephone skills
* Detail-oriented
* Work well under pressure
* Ability to read and interpret documents
* Strong computer skills/knowledge
* Ability to work well in teams
* Possess strong problem-solving skills
* Basic math and accounting skills