



## ABOUT US

Mac's II Agencies are proponents of change, innovation and technology. We offer a positive, respectful and nurturing work environment in which our employees can grow. We empower and recognize the accomplishments of our people and encourage collaborative thought, while providing an enjoyable atmosphere, accompanied by attractive salaries, incentives and benefit packages.

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## JOB POSTING

### INSIDE SALES REPRESENTATIVE

The **Inside Sales Representative** is responsible for quoting, securing, entering and expediting daily orders and supporting small projects. Post-sales activities such as warranties, freight damage, shipping errors and stock rotations are also a key part of this service role.

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## SKILLS AND RESPONSIBILITIES

- Experience with lighting and electrical product lines considered an asset
- Understanding of manufacturer, sales agent and distributor pricing structures
- Prioritizing follow-ups for quotes in an effort to secure orders
- Maintaining proper inventory levels for stock-under-consignment
- Demonstrated ability to execute multiple projects simultaneously while enduring possible interruptions
- Possess excellent verbal and written communication skills, including a strong phone presence
- Develop and nurture relationships with manufacturers and customers
- Keep working files and supporting documents well organized

If you would like to be considered for this position please apply to Rob Switzer, Operations Manager at [rswitzer@macsii.com](mailto:rswitzer@macsii.com).