Title	**Inside Sales Representative**
Reports to	**Sales Support Manager**

Job Description

Are you passionate about clean technology? Are you detail-oriented? Do you have a team-focused mentality that draws you to tackle new projects and problem solve for the greater good? Array Technologies, Inc. (ATI) is the global leader in solar tracking. We are experiencing explosive growth built on our best-in-class technology and dynamic team. Come change the world for the better with the company that has been leading the solar energy revolution for over 25 years.

ATI is currently seeking an Inside Sales Representative to support our growing and busy sales team located across the USA and the world. As a customer-facing position, the inside sales representative will support Array's sales organization in responding to customer inquiries and requests. Your role will be to liaise between Array's customer salesforce and Array's internal resources which include the engineering, project management, finance, quality, and other functional areas. The Inside Sales Representative will work together with the sales representatives to respond effectively to complex customer quote requests. The position will determine the appropriate internal team(s) required to generate thorough and accurate answers, compile needed information, and punctually respond to inquiries. Successful candidates must be able, after training on systems and product, to nimbly respond to requests, route technical questions to appropriate staff, ensure timely answers and provide them to customers within committed timeframes. In this position you will play a critical role in supporting a dynamic team to communicate the value proposition for innovative solar tracking technologies that will change the way energy works in the world. This position is full-time and non-exempt.

Duties and Responsibilities

- Assist the sales representatives with customer requests and input critical information in ATI's CRM system.
- Manage and follow through on action items, prioritize requests and effectively pursue multiple tasks in a given period of time
- Analyze customer documents, identify missing information, and respond appropriately directly to customers.
- In an effectively and timely manner direct requests to the appropriate people. Ask questions if necessary, but be able to leverage your own resources whenever possible
- "Own" the details. Periodically review and update critical information as it changes without being asked
- Learn and familiarize yourself with critical accounts, opportunities and initiatives. Be able to relay basic information to others when requested and provide accurate input
- Manage and follow through on action items, prioritize requests and effectively pursue multiple tasks in parallel
- Be able to pick up the phone and call a customer without hesitation if needed
- Compose clear and concise email responses, deliver information in a clean format to sales representatives
- Track projects, generate forecasting reports and learn how to filter data in ATI's CRM system.
- Understand and be able to articulate the facts about products and services in a meaningful way to customers
- Act as a liaison between sales and marketing and assist marketing with initiatives
- Other tasks as assigned

Required Knowledge, Skills, and Abilities

- Must be self-motivated and have a professional disposition
- Strong organizational skills and laser-focus attention to detail
- Calm and rational temperament in fast-paced and deadline-driven work environment
- High level of integrity and work ethic
- Must have a comprehensive knowledge of sales RFP's and proposal creation
- Be able to work as part of a team and also independently
- Excellent written communication and ability to create and format professional documents
- Strong Microsoft Office Skills including Outlook, Word, PowerPoint and Excel
- Must be able to read, write, and speak proficient English; second language a plus

Education and Experience

- Bachelor's Degree in Liberal Arts or other related field
- 4 years minimum in a sales, sales support, or customer service role
- Experience with Salesforce preferred

A 3901 Midway Place NE, Albuquerque, NM 87109 USA
P +1.505.881.7567 T +1.855.TRACKPV (872.2578) F +1.505.881.7572
E info@arraytechinc.com W arraytechinc.com