



## Job Description: Inside Sales

Company: ARC Gas & Supply LLC  
Job Title: Inside Sales  
Hiring Manager: General Manager  
Type: Full-Time, Monday - Friday  
Location: 4560 Nicky Blvd., Cleveland, OH  
Rate: \$20.00 to \$28.00/hour, depending on experience

## Full Job Description

**Apply now and move your career forward with ARC Gas & Supply LLC as an Inside Salesperson in Cleveland, OH!**

### What you will do:

The Inside Sales role is a key point contact for ARC Gas customers. This is a critical service and support role working with both internal and external customers. The Inside Sales role responds to inquiries or concerns from both walk-in and call-in customers, provides additional warehouse support, and works closely with the Territory Managers.

### Your responsibilities:

- Restock store merchandise daily. Arrange and restock inventory as needed. Create point of sales displays to increase walk in traffic and monthly sales specials by the season.
- Maintain showroom and warehouse cleanliness by creating processes and procedures to increase safe and accurate workflow.
- Solicits sales from all areas of the business by assisting customers on the phone and in person with product needs and locating merchandise.
- Accurately complete and file all required paperwork within company guidelines. Document sales, quotes, or other information in our CRM system
- Prepares sales proposals and strategies for winning business and estimated date of delivery to customer based on knowledge of ARC's production/delivery schedules and logistics.
- Keep current with industry insights, current ARC's product mixes, monitors competition by gathering current relevant marketplace intelligence including information on pricing, products, new products, delivery schedules, and merchandising techniques.
- Engages customers by linking the customer's business priorities to the ARC's value propositions.
- Partners with internal and external resources to accomplish growth objectives. Establishes and maintains clear and consistent lines of communication with internal and external customers.
- Actively reviews and manages existing customer Accounts Receivable balances to help minimize ARC's working capital investment and financial risk.
- The above job functions are priority of the duties and responsibilities associated with this position and are not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.
- Establish vendor relationships relative to customer successes, customer opportunities, new customer developments and other customer specific information.

### Qualifications

#### What you will need:

- High school graduate or higher education.

- Proven interpersonal, organizational and multi-tasking skills.
- Familiarity with industrial and specialty gases & applications, welding supply sales application knowledge a plus.
- Proven success using a consultative sales approach providing multiple layers of value to a customer to establish a mix sales solution and products.
- Working knowledge of MS Outlook, Word, Excel, Power Point and Computers Unlimited/TIM
- Must have excellent organizational, written, and oral communication, listening and presentation skills.
- Self-starter; self-motivated, operates with a sense of urgency; ability to work and succeed independently.
- Reliable transportation, current and valid driver's license.

**We take care of you:**

ARC's offers a full benefits package that includes, Medical, Dental, Vision, Life, Vacation, Paid Holidays, Retirement Plan with company match.

**Who we are:**

ARC Gas is an independent supplier of industrial, medical and specialty gases, as well as hardgoods and safety related products, in Northeast Ohio.

**Check out what a career at ARC Gas can offer you!**