



## Inside Sales Representative with Remote Work Option anywhere in US

**Thompson I.G., LLC** is a top-of-the-line glass fabricator with state-of-the-art manufacturing operations and equipment for glass fabrication, insulated glass units (IGUs), heat strengthening and tempering of glass, laminated glass, and inkjet printing on glass. We are looking for an **Inside Sales Representative** to join our team. This position **can be fully remote** and will require limited routine travel. Our plan is to grow significantly over the next few years, so now is a great time to join us. This is a full-time position with a great compensation package that including base salary, bonus, and benefits.

### Things you should know about working at Thompson I.G., LLC:

- We are focused on hiring and developing people who are motivated to be the best.
- We are a team that employs the highest levels of loyalty, honesty, and integrity.
- We strive to exceed customer expectations on a daily basis by taking a true interest in their needs and by providing quality products and reliable service.
- We support each other. We have local and corporate team members to help you along the way and partner on projects as appropriate.
- We work hard. We are a metrics driven organization and we are focused on keeping organized and on task.
- Most importantly, employment at Thompson I.G. is about being a part of something bigger; about being on a team. A Thompson I.G. career provides a dynamic work environment that allows our teammates to learn, grow and succeed in whatever they put their minds to, both personally and professionally.

### Essential Functions:

- Develop and maintain effective relationships with current and new architectural customers that lead to increased sales, specifications, and revenue.
- Work in conjunction with other Thompson I.G. sales consultants.
- Document important customer interaction and communication through our CRM System.
- Promote new products to customers as directed.

### How you will spend your day as an Inside Sales Representative:

- Respond to customer inquiries regarding product selection, placement of orders, requests for prices and quotations, complaints and scheduling of deliveries and installations, and providing customer follow-ups.
- Initiate / follow-up on telephone calls to customers to generate sales.
- Closely monitor purchase and delivery of projects.
- Stay informed on product pricing, specifications, uses and availability.
- Manage incoming quote requests, review client requirements, obtain any necessary approvals, issue quotes.
- Manage incoming orders, review client requirements, input orders into FeneVision (Thompson I.G.'s ERP System), send acknowledgment to clients, manage check back process.
- Research credits, returns and late payments as needed.

### Competencies:

- Strong attention to detail
- Business acumen
- Communication proficiency (oral and written)
- Presentation skills
- Superior and self-directed work ethic
- Customer / Client focus
- Follow-through on commitments
- Team-oriented mentality
- Flexible/Adaptable
- Strategic thinking
- Problem-solving/analysis
- Technological capacity
- Results-driven
- Highly energetic and motivated
- Ability to multi-task in fast-paced environment

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**Preferred Experience and Skills:**

- Bachelor's degree with one to two years related architectural glazing experience with insulated glass products.
- Experience with architectural sales, account management, and project management.
- Experience working with window manufactures and glaziers.
- Familiarity with architectural design and project management processes.
- Ability to interpret Glazing Specifications as documented in Section 8800 of project specifications.
- Capacity to complete complex tasks and to shift priorities to manage tight deadlines.
- Ability to use Microsoft Office is required and knowledge of FeneVision software is a big plus.
- Aptitude to learn the company's channels, influencers, go-to-market strategies, and products.
- Proven ability to build new relationships and maintain strong client relationships on a long-term basis.
- Demonstrated ability to open new accounts and drive specifications with influencers and decision-makers.
- Must possess market credibility and be customer-focused, passionate, dynamic, business-savvy, and ethical.

Thompson I.G., LLC is a Drug-Free Company

Job Type: Full-time with **Remote Work Option** anywhere in US

Compensation: This position is for full-time employment. The starting wage / salary for the Inside Sales Representative position will be dependent on experience. After 90 days, we will evaluate performance for continued full-time employment which includes full employee benefits.

Benefits: Benefits coverage begins the first of the calendar month following your 90-day review. The frequency of pay is bi-weekly via Direct Deposit.

- 401K
- Dental Insurance
- Employee Assistance Program
- Health Insurance
- Health Savings Account
- Life Insurance
- Paid Time Off
- Profit Sharing Bonus
- Vision Insurance

Schedule:

- Monday to Friday

Paid Training:

- Yes

Supplemental Pay:

- Bonus Pay

Typical start time:

- 8:00 AM EST

Education:

- Bachelor's Degree

Typical end time:

- 4:30 PM EST

Work Location:

- Remote, Office or Hybrid

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