



<https://www.premierpersonnelgroup.com/find-a-job/inside-sales-automotive/>

Inside Sales-Automotive

Description

Position Summary

We are seeking a motivated, customer-focused Inside Sales Representative to join our team at an established automotive parts supplier. This individual will be responsible for assisting customers with parts inquiries, preparing quotes, processing orders, and building strong relationships with existing and prospective customers. The ideal candidate has knowledge of automotive parts, excellent communication skills, and the ability to provide prompt, reliable service in a fast-paced environment.

Responsibilities

Key Responsibilities

- Handle incoming customer calls and emails regarding automotive parts, pricing, availability, and order status.
- Identify and recommend the correct parts based on customer requirements, vehicle applications, and product specifications.
- Prepare and follow up on quotes, process sales orders, and ensure accurate and timely order fulfillment.
- Develop and maintain strong relationships with existing customers while identifying opportunities to generate additional sales.
- Proactively contact customers to promote products, follow up on quotes, and generate repeat business.
- Research parts availability, pricing, and delivery schedules through internal systems and supplier networks.
- Coordinate with warehouse, purchasing, and delivery personnel to ensure orders are processed and shipped accurately.
- Resolve customer questions, order discrepancies, returns, and product-related issues professionally.
- Maintain accurate customer records, sales transactions, and order information within the company's computer systems.
- Monitor backorders and communicate updates regarding product availability and estimated delivery dates.
- Identify opportunities to upsell and cross-sell related products to meet customer needs and increase sales.
- Meet established sales, customer service, and performance goals.
- Maintain current knowledge of automotive parts, product lines, pricing, and supplier offerings.

Qualifications

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- Previous experience in inside sales, customer service, or parts sales

Hiring organization

Premier Personnel Group

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Full Time

Industry

Auto Parts

Job Location

Edison

Base Salary

\$ 22 - \$ 25

Working Hours

M-F 8 am to 5 pm

preferred.

- Knowledge of automotive parts, aftermarket products, or automotive repair terminology strongly preferred.
- Experience working for an automotive parts distributor, supplier, dealership, or repair facility is a plus.
- Strong verbal and written communication skills.
- Excellent customer service, organization, and follow-up skills.
- Ability to multitask, prioritize orders, and work effectively in a fast-paced environment.
- Comfortable using computers, order entry systems, inventory databases, and Microsoft Office.
- Sales-driven mindset with the ability to build relationships and identify new business opportunities.
- Strong attention to detail and commitment to order accuracy.