



## The Collins Companies Inside Sales

Collins Pipe and Supply ([www.collinspipe.com](http://www.collinspipe.com)) is one of the largest Industrial distributors of pipe, valves and fittings (PVF), and engineered specialties serving the Northeast and upstate New York. Founded more than 80 years ago, the company is one of the oldest PVF firms in the industry and has seen unprecedented growth in the past few years. Headquartered in East Windsor, Ct, we maintain eight other branch locations in Maine, Massachusetts, New York and Philadelphia. We have nine degreed engineers on staff and also operate four valve automation centers where we build and test in excess of 3000 control valve assemblies every year.

Collins executives have built the company by encouraging every employee to “think like an entrepreneur” and they back that statement up by sharing a significant percentage of their annual profits with every single member of their team. Because of this philosophy, the average tenure of a Collins associate is more than 19 years. In addition, Collins officials credit much of the company’s success to a flat management structure that allows each associate the freedom to think for themselves on how to best serve their customer, their company and ultimately themselves.

### **About the job:**

This is an inside sales position and is responsible for the sales and promotion of our complete line of PVF and engineered specialty products. Strong customer service, organization and project management experience is desired. Working as a team, you will assist both the Executive team and outside account managers to maximize sales on every project. This position requires strong customer facing and Project Management skills. Most training will be acquired on the job.

### **Responsibilities:**

- Respond to customer inquiries and support our outside sales team
- Prepare quotations and work with our outside sales team to successfully close opportunities to set (APO) minimum.
- Manage accounts to provide complete quotations and on time deliveries
- Enter sales orders into ERP system (PROPHET 21) and manage them thru shipment to assure zero errors

### **Qualifications:**

- 3-5 years of inside sales or customer service experience
- Knowledge of the industrial pipe, valves and fittings market (PVF) preferred
- Strong written, verbal and phone communication skills
- Proven ability to develop (and maintain) strong customer relationships
- Strong planning skills with the ability to work independently as well as the desire to want to work amongst a strong team
- Demonstrated ability to multi-task, assign effective priorities to tasks and to operate with a certain level autonomy is needed
- Positive attitude, good judgment and high energy are required for this position
- Must be proficient in Microsoft office