



Job Title: Regional Sales Coordinator

Job Description:

Controlled Power Company, headquartered in Troy, MI, is a leader in the design and manufacturing of the highest quality commercial and industrial electrical power quality solutions, including power line conditioners, voltage regulators and battery backup systems. Our sales team is focused on providing our customers and sales channel partners with the very best experience possible during the process of recommending and quoting our products, order placement, tracking, and product shipment. This position is based out of our manufacturing facility located in Troy, MI where we work together to achieve excellence for our customers every day.

Controlled Power's team members are our most important asset. We are in search of a **Regional Sales Coordinator** who is highly motivated to help increase sales by supporting our independent sales representatives, sales channel partners, and valued customers. This is accomplished by assisting the Regional Sales Manager in all activities designed to achieve Regional goals. This position reports directly to the Regional Sales Manager.

In this role you will get to:

- Work with the Regional Sales Manager to distribute sales leads to our sales representatives located within the Region.
- Interface with our sales representatives, sales channel partners, and valued customers in order to acquire pertinent information that leads to product selection.
- Generate product quotations and maintain a quote log.
- Provide a monthly sales forecast based on feedback from our sales representatives, customers, and the Regional Sales Manager.
- Review customer purchase orders and enter customer orders, as well as change orders when required.
- Interface with other departments including but not limited to Engineering, Manufacturing, and Accounting.
- Notify sales representatives and customers of order status when requested, as well as when the orders ship.

Job Requirements:

- Computer literacy, including MS Word and Excel.
- Experience with contact management and order entry software (CRM).
- Strong organizational skills
- Detail oriented and the ability to multi-task.
- Excellent communication skills, verbal and written.
- Maintain professionalism at all times, including under pressure situations.
- Expectation is to perform at a high level with minimum supervision.

Preferred Qualifications:

- Previous inside sales or customer support experience
- Previous experience working with manufactures' representatives, key accounts, and/or distributors.
- Previous office management experience.
- Ability to learn and apply basic technical information.