



*Defining Material Innovation*

18222 Lanken Avenue • Cleveland, Ohio 44119

Small, growing Northeast Cleveland based wholesale distributor of specialty and technical papers, films, nonwovens and laminations seeks friendly, self-motivated and hard working person to fill a position in outside sales.

Title: Outside Sales Consultant

Reports to: Owner

Employment Type: Both part-time and full-time candidates will be considered

### **Job Description**

- Builds market position by locating, contacting, developing, defining, negotiating, and closing sales through direct contact with manufacturers throughout North America
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new and existing technical flexible materials
- Sells to and through all levels of organizations including executive management, engineering, shift supervisors and purchasing personnel
- Prospects new clients in various industries and manage them through the sales cycle.
- Ability to analyze situations and determine path to maximize efficiency
- Travel required as needed (25%) throughout North America
- Updates job knowledge by participating in educational opportunities, reading professional publications and maintaining personal networks
- Maintain detailed records of sales efforts and customer service activities in CRM software
- Utilizes QuickBooks and Excel to prepare spreadsheets and reports to track sales and other customer and vendor data in a detailed, accurate and confidential manner
- Protects organization's value by keeping information confidential
- Other tasks as assigned

### **Requirements**

- Post-secondary education
- Ability to professionally communicate with and interact with all levels of customers' organizations both verbally and in writing
- Experience in the specialty films and laminations market
- Strong organizational skills and the ability to multi-task in a fast paced environment
- Attention to detail to facilitate accurate order entry, communication and record keeping
- Ability to manage numerous tasks and duties and adapt to change as needed
- Excellent verbal and written communication skills
- Strong math and computational skills are a must
- Proficient in the Microsoft Office Suite, specifically Word and Excel
- Familiarity in QuickBooks and Act! desired but not mandatory

### **Key Attributes**

- High ethics and morals

- Entrepreneurial mindset and natural curiosity. Seeks constant improvement and possesses an innate desire to solve problems
- Strong commitment to teamwork
- Willingness to provide excellent customer service
- Keen ability to consider how present decisions impact the future
- Ability to prioritize multiple tasks and follow through to completion
- Empathy and the ability to see things from the customers' perspectives

Qualified candidates please send your resume to [jenniferj@flexlinkllc.com](mailto:jenniferj@flexlinkllc.com).

Flexlink conducts pre-employment background checks, employment verification and reference checks and is an Equal Opportunity Employer.