



## **Title: Inside Sales Representative-Sydney, Australia** **Reports to: Director-Inside Sales**

### **Company and Position Description**

Array Technologies, Inc. (Array) has been the world's leading solar tracking company for nearly 30 years. We are experiencing explosive growth built on our best-in-class products and dynamic team. Join the global leader in tracking technology and help us bring clean, reliable, and economic solar power to the world.

The Inside Sales Representative will be responsible for supporting the **Australia** sales team by analyzing and responding to customer requests, creating commercial proposals and maintaining and tracking information in Salesforce. This detail-oriented candidate will be responsible for supporting sales staff by providing administrative, clerical and customer support. This position is in Sydney, Australia. This position is full-time and non-exempt.

### **Duties and Responsibilities**

- Assist the sales representatives with customer requests input critical information in Salesforce
- Manage and follow through on action items, prioritize requests and be able to effectively pursue multiple tasks in a given period of time.
- Analyze customer documents, identify missing information and be resourceful
- Be time-effective and skilled at directing requests to the appropriate people. Ask questions if necessary, but be able to leverage your own resources whenever possible
- "Own" the details. Periodically review and update critical information as it changes without being asked
- Learn and familiarize yourself with critical accounts, opportunities and initiatives. Be able to relay basic information to others when requested and provide accurate input
- Manage and follow through on action items, prioritize requests and effectively pursue multiple tasks in parallel
- Be able to pick up the phone and call a customer without hesitation if needed
- Compose clear and concise email responses, deliver information in a clean format to sales representatives
- Track projects, generate forecasting reports and learn how to filter data out of Salesforce
- Understand and be able to articulate the facts about products and services in a meaningful way to customers
- Act as a liaison between sales and marketing and assist marketing with initiatives
- Other duties as assigned

### **Required Knowledge, Skills, and Abilities**

- Must be self-motivated and have a professional disposition
- Strong organizational skills and laser-focus attention to detail
- Calm and rational temperament in fast-paced and deadline-driven work environment
- High level of integrity and work ethic
- Must have a comprehensive knowledge of sales RFP's and proposal creation
- Be able to work as part of a team and also independently
- Excellent written communication and ability to create and format professional documents
- Strong Microsoft Office Skills including Outlook, Word, PowerPoint and Excel
- Must be able to read, write, and speak proficient English; second language a plus.

### **Education and Experience**

- Minimum Associates degree in Business, Marketing, or other related areas
- 2 years minimum in a sales, sales support or customer service role
- Experience with Salesforce preferred

When you are ready to help us change the world, please apply at: <http://arraytechinc.com/careers/>