



Job Description Title:

Date Issued:

Inside Sales Representative

1/22/2022

Position Summary:

RMS Energy Co., LLC is a nationwide provider of turn-key services to the power industry. From routine maintenance, inspection, and repairs to equipment design, engineering, and installation, RMS Energy offers a variety of solutions to fit the power related needs of our customers. To help facilitate our expanding business, RMS Energy is currently seeking a **Inside Sales Representative** to join our dynamic and fast-growing team. For more information about RMS Energy, please visit <https://www.rmsenergy.com>

Responsibilities:

- Open opportunities in CRM, assign job numbers, and create sales folders in Sharepoint
- Collect information required for quote, such as:
 - Due dates, required site walk dates
 - RFQ, drawings, pictures, scope documents, etc.
 - Past information for jobs being re-quoted
- Review contract documents and compile scope information for review, send T&Cs for review
- Compile sales support information, COI, safety/EMR info, bonds, etc.
- Work with Sales, Division leaders and SME's to compile scope, manpower, and equipment into cost estimating sheet
- Compile quotes for outside materials and services (crane, scaffold, equipment, etc.)
- Create project proposal document and ensure consistent, professional formatting
 - Compile scope details provided by regional manager/superintendent
 - Include any details and clarifications required in bid docs
 - Compile sales support info and documentation as needed
- Compile and send bid documents summary, estimating sheet, and proposal for review to Regional Manager, GM, Sales Manager, etc. for review prior to submittal
- Submit proposal to customer, update CRM with submittal date and price
- Keep CRM information up to date and accurate and run CRM reports for division managers
- Sales to operation management when projects are closed-won
- Sales prospecting calls

Qualifications:

- Bachelor's degree from an accredited institution in engineering or marketing field
- 3+ years of inside sales experience, preferably in the utilities or construction industries
- US Citizen
- Valid Driver's License

Skills:

- Familiar with CRM solutions, such as ZOHO
- Demonstrates excellent verbal and written communication skills
- Proficient in Microsoft Word, Excel, and other basic computer skills
- Employs professional and effective communication in dealing with internal and external stakeholders
- Thrives in collaborative team environment

Other Requirements:

- Primary office location is remote (United States)
- Travel required (10-20%)

Benefits:

- Flexible work environment
- PTO/paid holidays
- Group medical/dental benefits
- 401(k), 3% company contribution with profit sharing potential
- Fast growing company with great potential for career growth
- Support of professional development