

## Regional Account Coordinator (RAC) Job description

You will be working with a select group of our customers, Sales Reps and Dealers managing through the process from request for quote through product ship date, working with our estimating, engineering, manufacturing, and design teams as well as our field consultants. Respond to requests for information on our product line, customer support and sales support tasks for field consultants. Learn, retain, and use in practice of job responsibilities the details and depth of our products. Interact with customers over the phone, email, web meetings, and in person at our office or theirs on a professional level. THE IDEAL CANDIDATE WILL HAVE SALES SUPPORT, PROJECT MANAGEMENT OR INSIDE SALES EXPERIENCE WITH A MANUFACTURING-BASED EMPLOYER.

### Skills we are looking for:

- Strong math skills
- Experience with business-to-business sales, not consumer or retail based.
- Multi-tasker with great follow-up skills.
- Excellent verbal communication skills.
- Experience using CRM or other database systems.

### What are we looking for in a career-minded individual?

- Pleasant, congenial manner over the phone and in person
- Strong background in customer service or sales support of outside salespersons
- Outgoing personality
- Lead productive internal meetings and web-based meetings
- At ease working with customers and giving presentations
- Bachelor's degree preferred but not required
- Proficient to advanced user of Microsoft Office products
- Accurate data entry
- Critical, strategic thinking and problem-solving skills
- Multi-tasking skills, easily set priorities
- Attention to details, always
- Manage daily aspects of assigned accounts
- Willing to travel as needed
- Professional appearance and manner

## What's it like to work with us?

- We practice respect for each other.
- We support a work/Life balance for our associates.
- We celebrate company milestones and awards.
- We are committed to developing people so they can achieve a career path.

This position is located at our Whitestown, Indiana headquarters Mon-Fri, 8 am to 5 pm. This is not a remote-work position.

**Job Type:** Full-time

**Salary:** \$40,000.00 - \$45,000.00 per year, plus commissions. Commission opportunity approx. \$20,000.00 to \$100,000.00 annually

## Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance
- Life insurance

**Experience level desired:** Min. 3 years of experience

**Education:** Bachelor's (Preferred)

**Shift:** 8-hour shift

**Supplemental pay types:** Commission pay

**Weekly day range:** Monday to Friday

**Work setting:** In-person / Office