SemiDice is looking for an Inside Salesperson to join our team!

**Job Summary:**

Sells, services and maintains accounts within the assigned territory to meet sales goals, and maintains gross margins through appropriate pricing and quoting processes. Uses appropriate forms to write up orders for internal departments. Enters and checks customer data and follows up on inquiries and sales leads.

**Essential Job Functions:**

* **Confidentiality:** Maintains a high degree of confidentiality with regard to customer and company information.
* **Communication:** Effective written and verbal communication with senior management, customers, prospects.
* **Analytical:** Routinely generates and assesses data and reports.
* **Organization:** Maintains continuous workflow to meet daily/weekly/monthly deadlines.
* **Equipment**: Uses such office equipment as computer terminals, copiers and FAX machines.
* **Computer skills**: Microsoft Office products and Internet
* **Physical:** Sits for extended time periods. Hearing and vision within normal ranges.
* **Customer Service:** Possesses a high degree of professionalism and excellent customer service skills.

**Responsibilities:**

* Completes sales, customer service and maintenance of assigned accounts within an assigned territory.
* Maintains acceptable gross margins by following established company guidelines in quoting customer requirements. Exercise some independent judgment on pricing certain requirements.
* Field customer and potential customer inquiries via telephone, e-mail and fax. Interfaces via phone, e-mail and fax with customers for sales, quality related issues, price and delivery, stock checks and order status
* Uses company computer program to develop price and delivery quotations and quote stock requests. Uses company-supplied forms, to write up customer sales orders and submit to materials department.
* Submit daily quoting activity to CEO.
* Check accuracy of data entered for orders and invoices including manufacturers PO numbers; reviews drawings required for order placement.
* Maintains customer files to include location, purchasing, engineering and corporate contacts, buy/order history, manufacturer buy history and part numbers.
* Maintains customer mail list correlated to assigned geographical territory.
* Uses e-mail or fax to disseminate marketing materials to customer base.
* Follows up via phone or e-mail sales on leads from trade shows.
* Backs up for other inside salespersons during absences.
* Supplies company literature, CDs or other materials upon request.
* Completed additional projects as requested or required.

**Experience:**

* Two years sales experience in the semiconductor industry required
* Experience in bare die sales preferred

**Skills:**

* Knowledge of the semiconductor industry and related services.
* Knowledge of bare die (unpackaged semiconductors).
* Data entry and computer skills
* Good math skills