

Job Title: Sales Support Representative

Dynamic Fitness and Strength is seeking a motivated Sales Support Representative. This position is responsible for the support of territory accounts including, but not limited to, quoting, order entry, technical support, and project reporting. This position works closely with the National Sales Manager, Territory Managers, Customer Service Manager. Daily interaction with all company departments is required to ensure a prominent level of customer satisfaction.

Job Elements & Position Responsibilities:

- Understanding and applying the company's Vision, Mission, and Core values in all your daily activities.
- Partner with the Territory Manager(s) and Dealer(s) sales teams to develop sales proposals, quotes, renderings, and order revisions throughout the sales process.
- Provide customer support on questions, offering expertise and solutions.
- Work cross-functionally (Customer Service, Sales Support, Delivery & Installation, etc.) to ensure that a seamless and superior customer experience is delivered throughout the sales process.
- Assist Territory Managers to provide timely resolution to order holds and completion roadblocks.
- Maintain consistent communication with the Territory Managers regarding current prospects, leads, opportunities and orders.
- Become proficient in all sales tools, quoting and CRM system.
- Investigate, manage, and act as a project manager to resolve any issues that may impede prompt delivery and successful installation of customer orders.
- Enter, update, track and manage customer information.
- Document all communication, Quotes, Emails, Contacts, Organizations, Opportunities, Phone Calls, and any other pertinent information into our customer database.
- Support customer service daily and as backup in the case where PTO is taken by customer service individual(s).
- Perform such other duties as may be assigned to support sales and company goals.
- Perform assigned duties and responsibilities in a professional manner, in good faith, and to the best of associate's skills, abilities, talents and experience.
- Detail oriented and quality conscious, with excellent organizational skills.
- Proficient in Windows environment, including Microsoft Word, Excel, Outlook and Smartsheet.
- Cad experience a plus.
- Courteous, tactful, and a good team player.
- Able to manage multiple priorities.
- Participate in daily, weekly, and monthly meetings as requested or required.
- Experience in strength, wellness and fitness industry preferred.

Job Type: Full-time

Pay: \$50,000.00 - \$60,000.00 per year

Benefits:

- 401(k) matching
- Dental insurance
- Health savings account
- Life insurance
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Work Location: Remote

Email your cover letter stating your interest along with resume to:

hr@mydynamicfitness.com

Or mail to:

**Dynamic Fitness & Strength
ATTN: HR
2020 Prairie Ln
Eau Claire, WI 54703**