

THE KINGSWOOD COMPANY

OUR PRODUCTS. YOUR LABEL. SPARKLING RESULTS.

JOB DESCRIPTION: INSIDE SALES REPRESENTATIVE

In business for over 60 years, The Kingswood Company is the leading private-label manufacturer of consumer products for the jewelry industry. We serve some of the best-known retailers and brands in the world, and are seeking qualified candidates for an *Inside Sales Representative*.

This inside sales position has an assigned book of business, and a great deal of opportunity for new business development will be developed and supported. Training is provided, and there is the opportunity to take on a meaningful leadership role, and additional responsibility as our company grows.

This is an ideal position for someone who wants to be a part of a sales team in a growing successful company and is interested in inside sales, personal consumer products, or the world of jewelry.

PRIMARY DUTIES:

Daily tasks will include:

- Completing Outbound and Inbound sales calls as assigned and directed.
- Managing and growing relationships with assigned and developed customers.
- Professional behavior when making phone calls and communicating with customers.
- Development of your professional and sales skills by actively participating in sales training, attending educational workshops; reviewing professional publications.
- Assist in resolving Customer Service Issues, as appropriate.
- Assist with creating and implementing new processes to develop our inside sales team and marketing efforts.
- Contributes to team effort by accomplishing related results as needed, and supporting other sales team members through collaboration and teamwork.
- Other duties as assigned.

POSITION TYPE:

Full Time: 40-45 hours per week | Office Hours: 9:00 am – 6:00 pm
Most hours worked will be on-site, in our office, located in Columbus, Ohio.

DESIRED MAJOR/EXPERIENCE:

Bachelor's Degree required. Liberal Arts or Business Administration.
Communications, Marketing or English majors are often successful in this position.

The ideal candidate has 3-5 years of experience in inside sales/phone sales.

QUALIFICATIONS:

In addition to a college degree, the ideal candidate for this position will possess / will be:

- 3-5 years of experience in inside sales (B2B)

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- The ability to effectively utilize Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- The ability to manage your calendar and meet sales activity requirements, and effectively utilize our CRM tool, Goldmine
- Oral communication skills which are clear, concise, grammatically correct and effective when making sales calls
- The willingness to learn new applications and skills

SALARY LEVEL/COMPENSATION:

Base compensation: Based on previous sales experience. Base compensation range is \$40,000 – 50,000. Overtime, paid after 40 hours per week.

Incentive Compensation: **We have an extremely rewarding incentive compensation plan**, and it is our goal to support you in a manner that your efforts are rewarded through this Plan. Incentive comp for team members in similar positions range from **20 – 50%** of base salary.

Estimated annual range is \$50,000 – \$80,000

Additional Benefits will also be provided as follows:

- Access to a health care plan effective 90 days after start date, and the opportunity to add health insurance (medical/dental/vision) for family members at the employee's expense. Short term disability insurance is available for employees. The Kingswood Company pays 50% of benefit plan premiums for employees.
- Access to a company sponsored life insurance plan.
- Participation in the Company's SIMPLE IRA Plan, and eligibility to receive dollar for dollar Employer Matching Contributions.
- 6 Paid Holidays
- 2+ weeks Paid Vacation annually

ADDITIONAL INFORMATION:

Visit our website at www.thekingswoodcompany.com.

An acceptable Drug and Background check through the Company's provider will be required upon acceptance of your offer. This will be paid for by the Company.