

## **Inside Sales**

**Sankyo America, Inc. Indianapolis, IN. USA**

**Employment Type: Full-Time**

**Customer Service Objective:** Follow departmental objectives set forth by the Management, set priorities, and carry out duties to improve quality in service, and as a result increase customer satisfaction within the given responsibility.

- Daily / routine contact with suppliers and customers for various service needs.
- Enter customer sales orders, create shipping documents, and expedite delivery.
- Communicate problems and concerns to upper Management and / or Outsides Sales rep for solutions / improvement.

**Inventory Control Objective:** Maintain adequate inventory within company standards.

- Order release for assigned suppliers.
- Keep organization updated of each supplier's lead time, packaging, and minimum order quantity, and routine day to day data entry.
- Reassess the inventory classification as appropriate and propose for review at the inventory control meeting.
- Take preventative measures to avoid overstock / dead inventory situation
- Generate various reports.
- Communicate problems and concerns to upper Management and / or Supplier Champions for solutions / improvement.

### **Other Tasks**

- Maintain good contact with other departments.
- Support other department's duties as delegated by Inside Sales Manager.
- Others as assigned by Inside Sales Manager.

### **To join our team, you will need:**

- Bachelor's degree or 2+ years of sales or customer service experience required
- Experience in sales, especially inside sales, is a plus
- High School Diploma or GED required
- Communicate effectively with strong written and interpersonal skills
- Ability to multi-task and work independently while paying attention to details
- Japanese-English bilingual skills preferred

### **Benefits & Compensation:**

- Health benefits: Medical, Dental, Vision, etc.
- 401K plan offered
- Paid Time Off and Vacation

### **About Sankyo America, Inc.:**

Sankyo America, Inc. is an automotive plastics and material management company headquartered in Indianapolis, IN that services plastics molders and extruders to the Japanese automotive industry based in the United States. [www.sankyo-america.com](http://www.sankyo-america.com)

Please submit your resume to Joy Fukuda, Office Administration: [fukuda@sankyo-america.com](mailto:fukuda@sankyo-america.com)