



OLEDWorks LLC, a Rochester based manufacturing company, is the only North American producer of OLED lighting panels. OLED panels, like LEDs, are solid-state lighting solutions that provide excellent efficiency combined with superb light quality.

We need you: Inside Sales, OLEDWorks LLC (f/m)

The inside sales role is a junior position to support sales and marketing and will report directly to the Director of Business Development. The insides sales position has two primary functions. First, the person that fills this role will expand the OLED lighting customer base through identifying potential clients and making initial contact. Secondly, the role entails a myriad of administrative tasks to support the sales and marketing team.

Responsibilities will include:

- Increasing customer leads through cold calls and follow up
- Responding to OWinfo website requests, and determining future action
- Performing fulfillment and shipping tasks for sales and marketing samples and promotion purchases
- Providing quotes for sample request, may include follow up for sale
- Supporting the CRM system including data input
- Tracking shipments for accounting requirements
- Supporting logistics for conference and trade shows
- Administrative support of local marcom activities
- Other sales and marketing support

Candidates should have a positive attitude, good communication skills, and excellent focus on task and delivery. Minimum requirement is a 2-year degree in business or communications. Previous experience with insides sales for technology products preferred.

If you are excited about building our company with us, we look forward to receiving your application Please send to: bthompson@oledworks.com