

**Job Description:**

# ***Inside Sales Support***

**Rev 1/5/22**



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This role supports the small sales team by querying fee-paid databases of new construction projects to find and document new sales opportunities. Identified opportunities are then prepared for the sales team by creating a new CRM record and contacts, and by downloading the associated plans and specifications. Creation of draft proposals may also be included in the role.

The role may also include creating and tracking social media posts and related miscellaneous marketing functions.

This is a true support role - NOT a cold call lead generation role.

The position is based in our Horsham PA facility. Hours are flexible and some Work-From-Home is acceptable, for the right candidate. The specifics of the role are also partially flexible depending upon interests and skills.

Some knowledge of building materials nomenclature and building plans is desired necessary, but training beyond a base knowledge set will be provided .

**Compensation:**

Pay scale is defined by relevance and amount of direct experience but a well qualified candidate would be in the \$18 to \$22 range, plus company benefits of paid time off and holidays and medical insurance.

**Requirements:**

- An ability and desire to query relatively complex on-line databases to "fish" for leads.
- Experience with, or a desire to learn, MS Dynamics CRM
- Good organizational skills
- Positive team mentality & reliability

Interested candidates should forward a resume and cover email to [info@edon.com](mailto:info@edon.com)