



POSITION TITLE:	6063 - Inside Sales Representative
DEPARTMENT:	60
POSITION NUMBER:	6063
REPORTS TO:	6064 – Foundry Sales and Service Representative

GENERAL SUMMARY:

We are seeking a motivated Inside Sales Representative to support our sales team and develop customer relationships. This role is responsible for managing inbound sales inquiries, preparing quotations, and serving as a key point of contact for customers throughout the sales process.

The ideal candidate has experience in industrial or manufacturing sales, is detail-oriented, and enjoys working in a technical, fast-paced environment. While experience in the foundry industry would be a plus, training is available for a promising candidate.

RESPONSIBILITIES:

- Respond to inbound customer inquiries and RFQs for iron castings
- Prepare accurate quotes, pricing, and lead-time estimates in coordination with production
- Manage customer accounts, including order entry, follow-up, and ongoing communication
- Maintain customer records, files and sales documentation
- Coordinate with production, quality, and shipping teams to ensure customer requirements are met
- Identify upselling and cross-selling opportunities within existing accounts
- Provide basic technical information and product guidance to customers
- Utilize ERP systems to communicate with internal partners to generate quotes for customers and prospects

SKILLS:

- Ability to Manage Multiple Deadlines in a Fast-Paced Environment.
- Ability to Prioritize Tasks.
- Ability to Work Independently.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong organizational and multitasking skills.
- Exceptional attention to detail and ability to maintain confidentiality.
- Excellent written and verbal communication skills.

- Strong problem-solving abilities and customer service skills

- Knowledge of Foundry manufacturing processes/practices is a plus.

QUALIFICATIONS:

- 3+ years of inside sales experience, preferably in manufacturing, foundry, or industrial products
- Knowledge of metal castings / machining is strongly preferred
- Strong communication and customer service skills
- Ability to read and interpret basic technical drawings and specifications
- Proficiency with ERP systems and Microsoft Office (Excel, Word, Outlook)
- Strong organizational skills and attention to detail are critical to be a successful candidate
- Ability to work independently and collaboratively in a team environment.

WORKING CONDITIONS:

- Full-time, in-office position (flexible working hours).
- Collaborative, fast-paced office environment.

WHAT WE OFFER:

- Competitive salary and benefits package.
- Opportunities for professional development and career growth.
- A collaborative work environment with a historic company.
- The chance to make a positive impact on the future of Oil City Iron Works.

Oil City Iron Works, Inc. is an Equal Opportunity Employer

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