

Inside Sales Administrator – Houston, TX

Intermodal Tank Transport is currently seeking an Inside Sales Administrator at our location in northwest Houston near Fallbrook and Beltway 8. This position is responsible for compliance with the company's commercial plans and policies, its marketing practices, commercial statistic records and the preparation of quotes.

Major Duties and Responsibilities:

- Substantial data entry
- Ensure timely and accurate information is provided to sales managers, co-workers, operations and financial staff
- Relay rate feedback to appropriate parties inside/outside the organization
- Assist in providing requested information and support for internal and external sales and marketing matters
- Assist the commercial team in attaining the company's goals and objectives according to the company business plan
- Approve route price build ups
- Research and determine best logistics/costs for quoting purposes
- Maintenance of data in our company system
- Other duties as assigned

Requirements:

- Minimum 2 – 3 years of inside sales and/or logistics experience preferred
- High School Diploma or equivalent; Bachelor's degree preferred
- Must be proficient in Microsoft office (Excel, Word, and Outlook); Excel skills must be intermediate to advanced
- Excellent customer service skills
- Rapidly acquire and apply new concepts; Analytical and solution-driven
- Organized and task oriented with an attention to detail and accuracy
- Ability to analyze and convey via written and oral communication information, instructions, expectations, and/or requests for information in a manner that is clear and concise
- Ability to work efficiently in a fast paced, changing environment with the ability to plan and complete work assignments with little or no supervision
- Must possess exceptional interpersonal skills; Ability to interact with all levels in the organization

Benefits: Health, Dental, Vision, Life Insurance, and 401k available; Paid time off available.

Physical Requirements:

Periods of standing, sitting, kneeling, bending, stooping, squatting and stretching. Frequent computer work throughout the day that requires wrist / hand movements and long periods viewing computer monitor. Work requires ability to read documents, reason, deal with multiple concurrent tasks, communicate both verbally and in writing. Occasional lifting and carrying of materials up to 25lbs. The candidate selected must be able to perform the essential functions of this position. Reasonable accommodation available.

To apply for this position, please email your cover letter and current resume to hr@intermodaltank.com.

We are an Equal Opportunity Employer. Employment is contingent upon satisfactory results of a criminal background check and drug screen.