**JOIN OUR TEAM**

**WE’RE GROWING!**

All West Communications is growing! Come help us build a broadband-powered network that is connecting thousands of people to information and entertainment. At All West, we are neighbors helping neighbors. We are dedicated to creating opportunities in the communities we serve. We believe that every connection counts. Join us as we grow.

We are looking for an Inside Sales Coordinator, with a telecommunications emphasis. The successful candidate will be a great communicator, self-directed, quality-focused, and detail oriented. This position will support the organization in various aspects, including proposal preparation, project management, maintaining a sales database, developing leads, and reviewing contracts with customers.

**Key Essential Functions and Duties**

* Prepares and presents proposals, quotes, and job specifications for prospective sales to new and existing customers
* Coordinates inventory requirements with other departments at the company to ensure adequate equipment to fulfill customer needs and delivery dates are met
* Effectively manages data, records, and client information to plan for future sales efforts.
* Develops new business leads through marketing and outreach initiatives to ensure revenue targets are reached
* Sells and renews contracts with small businesses: Ethernet, special circuits, hosted PBX, business phones, CLEC services, and etc.

**About You – Education & Experience**

Should demonstrate abilities in the following areas:

* Exceptional teamwork – and delegation where needed for working with coworkers
* Strong customer service and communication skills for working with everyone
* Negotiation and persuasion with vendors and customers
* Independent problem solving and planning/organization skillsets
* Comfortability with having daily and weekly interactions via phone, email, and face to face contact to complete tasks

All West believes the following will help our employees succeed in the role:

* High school diploma, required
* One to three years customer service experience, preferred
* One to three years of sales experience, required
* A valid UT driver’s license and good driving record, required