



www.compsources.com

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INSIDE SALES ADMINISTRATOR

Full Time (40 hours)

Component Sources International, Inc. (CSI Group) and its' Partner companies have been manufacturing and distributing high precision mechanical components and assemblies used in top industries: Aerospace, Connector, Medical (to name a few) for over 35 years.

Summary of Position

To support our growing business, we are seeking an experienced candidate to join our Sales Support Team: Order entry and creation of price quotations into our CRM, logistic tracking and correspondence with customers and production partners in the US and Europe.

Strong administrative skills, accurate and efficient data entry and professional communication skills both verbal / written.

Responsibilities

- Supporting the Sales Team
- Sales and Purchase Order Entry
- Expediting Orders from Production Partners (Europe / USA)
- Ensure proactive communication with customers and Partner companies to guarantee their satisfaction

Requirements

Customer Oriented

Detailed Oriented

Strong Professional Verbal/Written Communication

Strong Interpersonal skills as well as the ability to work independently

Strong Organizational Skills and Highly Detailed Oriented

Strong Computer Skills and High Proficiency with Microsoft Suite (Word, Excel, Outlook...)

Must be authorized to work in US (no VISA sponsorship)

French speaking a plus

CSI Offers

Team oriented business casual and fast-paced work environment

Competitive Wages

Comprehensive Benefit Package including

Medical / Dental Insurance

Paid-Time Off

401K

Profit Sharing

Flexible Spending Account

Life and Disability Insurance

Please visit our website at www.compsources.com to learn more about CSI Group