

## Inside Sales Manager

Location: HQ, Richardson, TX  
Reports to: COO

### General Description

The Inside Sales Manager assists management and the outside sales teams in a variety of functions including but not limited to: customer service, order processing, sales communications, prospect screening and database management. This role will groom candidates for a field territory management sales position.

### Responsibilities

- CRM system and customer database management, become a CRM SME
- Order processing, customer service, inside sales and prospecting coordination
- Coordinate customer communications, mailings and e-mailings
- Manage calendars of field sales managers
- Manage sales communication materials
- Ordering and shipping marketing materials as needed
- Assist in RGA processes and reporting
- Assist in managing company and dealer events such as sales meetings and trade shows
- Electronic marketing communication including
  - o Website updates
  - o Company social media sites
- Develop technical proficiency in all company products and processes
- Keep current on Guardian product knowledge, business structure and company guidelines
- Such additional duties as may be assigned by the management staff from time to time

### Requirements

Must be savvy, self-starter, able to learn new things with minimal supervision and have excellent communication skills. Proficient in using MS software suite with good excel skills. Familiarity with QBE & Insightly (or similar CRM system). 2-year or 4-year degree preferred, but not required.

### Compensation

Salary:	Commensurate with experience.
Profit Sharing:	% of year-end profit pool
Computer:	Laptop, purchased by company

### Benefits

401K Plan	Company plan
Medical Benefits:	Company contribution—50% cost of individual Allied gold plan with OptiMed (or Guardian plan current at the time)
Work Related Expenses:	Guardian will provide reimbursement for all work-related transportation, accommodation, meals and customer/prospect entertainment expenses (per Guardian guidelines).
Vacation:	2-weeks in Yr-1 (3-weeks in Yr-2), standard US holidays (New Year's Day, Memorial Day, Independence Day, Thanksgiving, Christmas). With permission, additional leave is possible as responsibilities allow.