

# International Sales Coordinator

**Who we are:** Laser Technology Inc. (LTI) [www.lasertech.com](http://www.lasertech.com) is a company devoted to the design and manufacture of innovative laser-based speed and distance measurement instruments, using ISO compliant and continuous improvement techniques. We maintain an intense focus on providing laser measurement technologies which address real world needs and applications, including speed enforcement, accident investigation, forestry, mining, utilities and surveying, to name just a few.

**Who we need:** We are looking for a motivated, team player to join our International Inside Sales team.

**What you will do:** This person will be a one-person LTI contact for the assigned territories for each assigned regional sales managers and their customers. This person and the regional sales managers will work as a team to accomplish sales and support within the territory. Main duties include:

- Enter customer, prospect information, opportunities and correspondence into the CRM database on a daily basis
- Provide prospective dealers with product information and applications for distribution
- Respond to leads by directing them to the dealer assigned to territory and market and notify the assigned dealer
- Prepare quotations/Proforma Invoices for dealers and provide by e-mail, fax and/or mail as required
- Discuss shipping methods and requirements with regional sales manager and dealer as required and indicate this information in the quotation/ProForma Invoice
- Discuss payment methods and requirements with regional sales manager and Accounting Department as required and reflect this information in the dealer quotation/ProForma Invoice
- Discuss training requirements with regional sales manager and where necessary include in the quotation/ProForma Invoice
- Obtain packaging requirements from the Warehouse Coordinator and obtain freight and courier quotations as applicable to the quoted order
- Provide dealers and or customers with bank wire, letter of credit and credit card payment instructions and forms
- Review all incoming orders from dealers and customers in the assigned territory for accuracy and share the information with the regional sales manager
- Confirm each order and process in the Oracle Enterprise One system
- Provide each dealer and or customer with a copy of the commercial invoice to alert them of the future arrival of their shipment and the contents
- Work with Inside Sales Manager on customer fulfillment concerning back orders and problems with the shipment
- Process customer complaints and returns
- Monitor sales orders in Oracle Enterprise One system
- Prepare any required marketing materials as required for the assigned territories
- Assistance with dealer and sales manager forecasting
- Assist with dealer and customer visits
- Contact dealers on a regular basis to make sure that we are providing the required support so that the dealer can be successful
- Other duties as needed.

**What you need:** Qualified individuals will have:

- Bachelors Degree or 5 years of equivalent experience
- Experience with Channel Management
- Industry experience or degree in GIS/GPS, Traffic Safety, Mining or Forestry are preferred
- International sales experience required
- Aptitude for customer relations

- Must have proven track record with sales administration and or international distribution support experience
- Must be well organized, process oriented and attentive to details
- Must have excellent written and verbal communications skills
- Familiarity with Letters of Credit
- Foreign language skills are a plus
- Familiar with international transportation, including freight forwards and required documentation for freight
- Experience with the internet for business purposes
- Capable of researching new markets and distribution opportunities
- Must be a team player, helpful and dedicated to the Sales Team
- Must be precise in all aspects of their tasks, regarding quotes, order taking and processing of orders
- Willingness to learn company products
- Must have strong computer skills including MS Office Suite, Manufacturing systems, Internet research, and CRM products.

**How to apply:** Qualified candidates please forward resumes to [pentry@lasertech.com](mailto:pentry@lasertech.com) . Please reference job req # 11718S in the subject line. No agencies or head hunters please.

Laser Technology, Inc. is proud to be an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, ancestry, marital or veteran status.