

Phillips & Johnston, Inc. (PJ Tube) is a world-class manufacturer (Webco Industries) and fabricator of tubular metal products used every day around the world. PJ Tube offers a variety of value-added services making us the leading one-stop industry supplier for all specialty tubing needs.

Our culture provides an environment that encourages an entrepreneurial spirit among employees. We know people make the difference which is why we offer highly competitive compensation packages, best-in-class benefits and opportunities to grow in your career while doing work that matters in the world.

We are a forever company and make choices, to ensure we are going to be here for the long term to serve our customers and employees.

We are seeking an experienced **Inside Sales Representative** for our **Small Diameter Division** in our **Glen Ellyn Office**

- Service, maintain, and grow existing business
- Develop knowledge of supplier's capabilities for maximum quality and profitability
- Ability to extract value, based on the “value equation”
- Generate quotes based on inquiries, both verbally and written, utilizing SAP
- Create contract documents for orders, i.e., sales and purchase orders utilizing SAP
- Build awareness of quality standards to maintain and supply customers
- Monitor inventory levels of customer’s products
- Maintain and Build team rapport with various departments throughout the company

Job Requirements:

- 4 Year college degree preferred or 2-5 years Inside sales experience
- Metal Tubing knowledge is a plus
- Excellent oral and written communication skills
- Proficient in Microsoft Office (Excel, Word, PowerPoint, & Outlook)
- Ability to Multitask and work independently in a fast-paced environment
- Minimal travel required
- Coordination with warehouse personnel