

Career Opportunity

Title: Sales Support Specialist

Description:

Force Technology Solutions (Force Tech) is seeking a highly organized and self-directed Sales Support Specialist. This is considered an entry level position and the ideal candidate would possess some of the qualities described below, but more importantly would have an eagerness to learn. The ideal candidate for this position would be a highly motivated individual that is willing to dedicate hard work to eventually becoming an Account Manager or Sales Engineer.

Force Tech is an engineering driven technology design/build company focused on professional audio, video, lighting, broadcast, IT, and control solutions. The day-to-day life of this position could involve, but is not limited to, the following:

- Building quotes and proposals for Client review at the direction of Account Managers & Sales Engineers.
- Ensuring high levels of customer satisfaction through excellent sales service.
- Attending on-site meetings with Clients and Sales Team.
- Interfacing with other departments on behalf of the Sales Team.
- Assisting the Sales Team in designing systems.
- When necessary, providing support in other areas around the company. Force Technology Solutions is a small business and many of the employees fulfill multiple roles to assist in the bigger picture of the company.
- As time allows, continue to pursue knowledge in associated fields.

Qualifications:

- Must have a good work ethic and the ability to work within a team environment as well as independently.
- Strong sense of self-motivation.
- Able to take on tasks with little to no direction.
- Must possess an understanding of associated signal flow.
- Demonstrate a high level of organizational skills.
- Read building plans, room, and equipment layouts.
- Strong interpersonal and communication skills.
- Strong time management skills, specifically under tight deadlines.
- Must maintain a positive outlook with a strong sense of motivation and curiosity.
- Must maintain a high level of communication with others.
- Familiar with various communication protocols, specifically IP.
- Familiar with most concepts and components of associated AVLB systems.
- Mechanical aptitude with the ability to complete basic mathematical calculations.

- Excellent problem-solving skills.
- Ability to constantly assess situations and re-prioritize as necessary.
- Ability to handle multiple tasks daily and respond quickly and accurately to requests for assistance.
- Familiar with G-Suites, Excel, Word, or comparable software.
- Must adapt to a flexible schedule and be able to work outside of normal business hours and/or travel out of town as needed with little notice per project.
- Bachelor's or Associate's Degree in a technology or communication discipline (or equivalent experience), and manufacturer's training is preferred but not required for the right candidate.
- Minimum two (2) years installation or production experience and/or training.
- Must maintain a valid Indiana driver's license with reliable personal transportation.
- Must be able to pass a background screening.
- Must be able to pass a drug test.

Compensation:

Full-Time: Hourly compensation is to be determined based on experience.

Benefits:

- Excellent Employer-sponsored healthcare available.
- Advancement opportunities available via certifications & trade shows.
- Eight (8) paid holidays per year.
- One (1) week (5 days) of paid vacation time after six (6) months of employment.
- Two (2) weeks (10 days) of paid vacation time per year after one (1) year of employment.
- Three (3) weeks (15 days) of paid vacation time per year after six (6) years of employment.
- Five (5) paid sick/personal days per year after ninety (90) days of employment.