



WHO ARE WE AND WHAT DO WE DO?

At SunModo, we believe in the innate human nature to improve the world and support the growth of those around us. Our culture is open, forward moving, innovative, and energized. We give people the opportunity to be their best and do their best work in a fast-paced, collaborative, and creative environment. This is a place where people with purpose, mastery, and internal drive are met with tremendous growth potential for themselves and our rapidly growing solar industry. As a manufacturer of solar racking solutions, we've created a loyal following because of our unparalleled product offerings and attention to professional service. Our corporate mission is to drive down the total cost of solar installation, and we accomplish that with the best talent in the PV industry. We know that smart, accomplished people are the reason for our success. It is because of our team members we've been providing the best mix of quality and low-cost products to the market.

WHAT IS THE IMPACT OF THE INSIDE SALES ASSOCIATE?

Reporting to the Director of Sales, you will be expected to embrace a vital role contributing to a dynamic group of people in this high-growth solar industry company that is pulsing with activity. Working remote from your home office or in a company warehouse location, this is the perfect role for someone with great attention to detail and who is highly driven, organized, and eager to contribute to our growth.

ON ANY GIVEN DAY, YOU COULD BE DOING THESE THINGS:

- Answer pricing and lead time questions from customers.
- Process customer Purchase Orders and enter Sales Orders into internal system.
- Work with internal Operations Team to prioritize shipments of open orders.
- Coordinate delivery info and timelines between warehouses and customers.
- Prepare Bills of Material based on information received from customers.
- Process material return requests.
- Maintain accurate customer information in CRM system.
- Work with customers to gather forecast information.
- Be the day-to-day face of SunModo with current customers.

WHAT DO WE EXPECT FROM YOU?

Experience

- 3 years of experience in a customer facing inside sales role.
- Experience working with distribution sales channels is desirable.
- Solar or construction industry experience is a plus.
- Experience working with ERP and CRM systems.
- Proficiency in MS software, including Outlook, Word, Excel and PowerPoint.

Attributes

- Strong attention to detail.
- A desire to be every customer's best vendor.
- A commitment to fast, accurate, and thorough follow-up.



- Strong listening skills and an understanding of how to hear what a customer needs in order to provide value.
- An openness to take direction and constructive feedback, and a desire to share constructive feedback.
- A willingness to ask questions and be a part of driving our organization to continuous improvement.
- A team player capable of collaborating with the whole organization to maximize the value we provide to customers.
- Change-oriented mindset that will thrive within the fast-moving and always evolving solar industry.
- Ability to prioritize daily/weekly activities to maximize results.

WHAT CAPACITY IS NECESSARY TO DO THIS JOB?

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the job.

While performing the responsibilities of this job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl, and lift and move up to 50 pounds. Vision abilities required by this job include close vision. Overnight travel may occasionally occur but will be infrequent.

THIS FULL TIME POSITION INCLUDES:

A generous benefits package including a platinum health insurance plan, short term disability insurance, holiday pay, vacation, 401K, virtual office support, a team environment with strong corporate values, and corporate headquarters located in the spectacular Portland, OR metro area.

TO APPLY:

Apply with your resume and thoughtful cover letter explaining why you are the right fit for the role and organization. Applicants only, please. SunModo is not accepting submissions from recruiters.

SunModo Corporation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, gender identity or expression, religion, national origin, marital status, disability, veteran status, genetic information, or any other protected class. This position is subject to a 90-day probationary period.