

Open Position: Inside Sales

Functional Fenestration Inc (FFI) seeks an **Inside Sales professional** to specialize in business-to-business sales of hardware and electronic products. FFI products include architectural hardware for doors and windows, while our sister corporation Automated Fenestration Inc (AFI) is a UL registered firm with electric actuator and controls systems for natural ventilation.

Key responsibilities

- Help the company provide excellent service and meet profitability goals.
- Respond to Requests for Proposal (RFP) and Requests for Quote (RFQ), work on project take-offs, and send needed product details, CAD drawings and other technical support documents.
- Work closely with Outside Sales to grow long term client relationships with manufacturers, re-sellers, contractors, architects and more.
- Reach out to clients and sales prospects (by phone, email, and occasional in-person presentations).
- Encourage architects to specify our products as the basis of design.
- Learn ongoing about FFI clients, vendors, industry trends, and competitors.

Skills and Experience Needed

- Minimum 3 years experience in Inside Sales and/or Customer Service.
- Excellent communication skills and attention to detail.
- Computer proficiency, including MS Outlook, Word, and Excel; CRM software such as Prophet 21.
- Industry experience in any of these areas: construction; building materials; electronic products; hardware sales; architectural product sales; distribution or manufacturing of windows, doors and skylights; commercial glazing; building automation systems; HVAC; curtain wall; LEED AP.
- Familiarity with any of these is a plus: ability to read blueprints, CAD drawings, basic electrical schematics or wiring diagrams; experience with building construction projects and contract bidding processes.
- Experience with any of these or other similar companies is a plus: Velux, Mingardi, Somfy, Elero, Bronze Craft, Clearline Window Operators, Dayton linear actuators, Siemens or Honeywell building management systems, Lutron, Truth Hardware.
- Also a plus: advanced software skills such as SQL server data mining, Crystal Reports, and ERP/MRP software such as Oracle, SAP, Epicor Prophet 21.
- Foreign language skills are a plus—especially Spanish.

Since 1987, FFI has provided expert architectural product solutions to the fenestration (door, window & skylight) industry. FFI is headquartered in Hawthorne, CA. Benefits include health, dental, vision, and 401(k). Visit us at www.fenestration.net. Email resume to HR@fenestration.net. An equal opportunity employer.