

## **BUSINESS SALES COORDINATOR (Ingram TX)**

The Business Sales Coordinator provides support to the outside sales team and ensures business customers receive quality care and service. The Business Sales Coordinator acts as the primary customer service contact for business clients who have questions about their accounts and/or our products. The Business Sales Coordinator works with sales team members to ensure that customers are provided services in a timely manner. The Business Sales Coordinator will coordinate the paperwork, schedule the jobs, and act as a liaison between the sales team and the customer. The Business Sales Coordinator will track and file paperwork and place sales into billing. The Business Sales Coordinator will also act as an inside salesperson and assist current customers with various needs.

### **Essential Job Functions:**

Coordinates and manages schedules with appropriate departments, advocating for the customer to ensure timely turn-up of services. Effectively communicates with business clients to ensure an excellent customer experience. This includes informing clients of unforeseen delays or problems; responding to complaints; providing after-sales support; and, dispatching trouble tickets. Assists with proposals, and coordinates and obtains cross departmental data for proposals. Directly interfaces with customers in a sales capacity. Performs all porting for residential and business customers and toll-free number transfer requests.

### **Experience / Requirements / Education:**

Bachelor's degree or higher in sales, marketing, business, communications or related field is desirable or at least 2 years of proven experience in sales/customer service experience or in other administrative positions. Knowledge of telecommunications technology, products and services; and sales principles and practices. Ability to acquire certifications in security and alarm systems. Skill in operating various office equipment such as personal computer, various software programs, and telephone systems. Extensive skills in generating proposals, quotes and contracts, and analyzing and interpreting data. Must possess excellent oral and written communication skills.

### **Company Benefits Package**

Health insurance, 401(k) plan, retirement plan, vacation and sick leave, life insurance, and short and long-term disability.

### **Job Location**

Ingram, Texas

### **Salary Range and Work Hours**

Competitive salary commensurate with experience  
40 Hours Per Week

### **Deadline**

This position may be filled at any time.

### **NO PHONE CALLS PLEASE**

[Click here to download an application.](#)

Submit application and resume to the attention of Human Resources.

**Mail:** HCTC, P. O. Box 768, Ingram, TX 78025

**Hand-Deliver:** 220 Carolyn Street, Ingram, Texas

**FAX:** 830-367-5994

**Email:** [personnel@hctc.net](mailto:personnel@hctc.net)



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