

Ultra Electronics - USSI is a federal contractor/subcontractor, and an Equal Opportunity/Affirmative Action Employer. As such, we are requesting the priority referral of protected veteran candidates. . Ultra Electronics - USSI has one hiring location in Indiana. Morgan Booker, Human Resource Generalist, is responsible for hiring at this location and can be reached at jobs@ultra-ussu.com or 260-248-3559.

**INDIANA
WORKFORCE
DEVELOPMENT**



JOB ORDER FAX SHEET
Please Fax To The Office Nearest You
Fort Wayne: 260-745-7757

FEIN: 35-2062560
FEDERAL EMPLOYER IDENTIFICATION NUMBER

Company Name: Ultra Electronics – USSI

Street Address: 4578 E. Park 30 Drive

City, State, Zip: Columbia City, IN 46725

Are you a Federal Contractor or Sub-Contractor? Yes

Is there Bus Service to the Job Location? No

Is a Driver's License Required? No

CDL Endorsements Required? No

List Any Required License, Certification, Journey Card, etc...

MUST HAVE U.S. CITIZENSHIP

List type of Experience Required and the Amount of Experience needed:

- * Must be a US citizen.
- * Bachelor's degree in business administration, marketing, communications or equivalent experience.
- * Experience working in a distribution channel market model.
- * Experience with new customer acquisition , and effective customer communication.
- * Experience with data mining the Internet to find new opportunities for HyperSpike products.
- * Candidate must be able to effectively communicate value proposition of AP business unit to Distributors and End Users.
- * Must be a cross functional team player across the Ultra USSI business.
- * Proficient skills in Microsoft Office a must.
- * Strong interpersonal and presentation skills with the ability to execute impromptu speeches/presentations in a captivating way. Written narrative and telephone skills a must.
- * Ability to deal with ambiguity and take initiative while giving recommendations on needed path(s) forward to promote the company's products.
- * Ability to multi-task and have proper time management essential while working in a fast pace environment.
- * Must be able to support sales channel for pricing, quotes and overall customer service.
- * Must have a valid driver's license and an acceptable driving record.
- * Required to be able to lift 50 lbs without assistance.

Job Title: Sales Representative

Number of Openings: 1

Duration of Job: Over 150 Days

Annual Salary Range: \$ 40,000 \$ 55,000

Number of Hours Per Week: 40

Day of Week (i.e. Mon – Fri): Mon-Fri

Education Requirements: See Below

Minimum Age Required: 18

How Should The Job Seeker Contact You:
Submit resumes on-line: www.ultra-electronics.com/careers.php

Benefits: Health Insurance & Vacation

Job Description:

This **Inside Sales Representative** will provide needed support for the Outside Sales team. Job responsibilities are as follows:

- Outbound sales calls to existing and potential customers soliciting new opportunities or introducing Ultra Electronics – HyperSpike
 - Customer support role for all questions
 - Conduct initial review of order for price and schedule
 - ERP order entry and maintenance of commercial orders
 - Participate in Contract Review (CRW) sign-off of all Hyperspike orders
 - Timely updates to customers and sales team on change of order status
 - Lead management
 - Facilitate all HyperSpike quotes as well as subsequent follow up; Proposals will be led by Contracts
 - First POC for all Manufacturers Reps
 - Oversight of Commission Payments for Hyperspike Agents
 - Tracking of sales dollars by individuals/customers
 - Work with Product Manager and Manufacturing to adjust lead times as needed on quotes
 - Work in Construct Connect to find open bid opportunities for AP products
 - Become Account Manager for customer accounts i.e. ADI, Amazon, ETGI, Mission, Rampart
 - Data mining, reporting and analysis
 - Create and update presentations in Prezi and Power PowerPoint
 - Website maintenance and content updates
 - Act under and in compliance with all company policies and procedures
 - Acts as liaison with customers (Internal and External) on all matters affecting customer's orders including expedites
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