



# MATRIX

## Inside Sales Support

Matrix Systems is seeking an inside sales support individual to assist in growing our business. This role will help to expand our existing customer sales and reseller channel sales, as well as helping to find and identify new opportunities. The ideal candidate will possess strong communication skills, problem-solving skills and independent self-direction, coupled with an aptitude for team collaboration and relationship building.

### Location

- Columbus, Ohio

### What we are looking for

- You have a strong interest in people and a desire to build relationships
- You have excellent communications skills, verbal and written
- You have a high school diploma or equivalent

### What you'll be doing

- Create Demand
- Work with account executives to create opportunities and proposals within ERP system
- Interact with new and existing customers to determine needs, provide information, resolve issues
- Research vendors to solve customer problems and expand our opportunities
- Research bids and review specifications
- Assemble bid packages
- Post to and maintain of social media
- Assist with marketing for trade shows, events and internal needs
- Assist with planning and organizing of trade shows and events

### What makes you special

- Effective relationship building experience
- Excellent communication skills
- Event planning and organization experience
- Experience with social media and marketing is a plus
- Industry experience is a plus
- Inside sales or sales experience is a plus

For consideration, please submit your resume with salary requirements to [hr@matrixsys.com](mailto:hr@matrixsys.com) and reference "Inside Sales Support" in the subject line.

We are an Equal Opportunity Employer.