

Focus Enhancements, Inc. is a global company providing digital video products for a variety of industries and educational institutions. Focus provides digital video capture devices to videographers and studios; video mixing and conversion products to producers; video playback products to retail, entertainment, and education; and video management, storage, and distribution products for enterprise applications.

We have an immediate opening for a Inside Sales Representative to join our team located in Campbell, CA. The Inside Sales Rep will be responsible for building relationships and immersing themselves in the business of our existing customers. The new representative will also be working with an account base of over 100 existing customers with order fulfillment.

Duties and Responsibilities:

- Answers, evaluates, and prioritizes incoming telephone and email requests for assistance with purchasing product.
- Logs all web orders and product registration in SalesForce.
- Assists the field Sales Team with CRM duties.
- Helps sales and Rep firms with product collateral requests.
- Handles incoming and outgoing mail.

Qualifications:

- Excellent verbal and written communications skills, telephone experience
- Ability to work both individually and in a team environment.
- Self-motivated with the ability to work in a fast paced and constantly changing environment.
- Proficiency in MS Office Tools- Outlook, Word, Excel.
- Spanish speaking a plus.
- Experience in a sales position or technology industry preferred.

Job Status: Full Time

Education: Candidate should possess an AA degree and/or 2 years professional equivalent experience.

Focus Enhancements' offers a competitive salary and benefits package including medical, dental, flexible benefits plan, vacation, sick leave, paid holidays, 401(k), tuition reimbursement, and life insurance.

To learn more about our Company, please visit us at www.focusinfo.com.