

**Position: Sales Support Specialist**

**Reports To: Operations Manager**

**Location: Chesapeake, VA**

### **About our Company**

Daparak, Inc. is a full-service distributor of fluid handling and process equipment for the Municipal and Industrial based markets in Virginia, North Carolina, and South Carolina since 1976. Our technical expertise and decades of experience in the pump industry allows us to implement applications for products requiring design, fabrication, and engineering. Many of our principals are leading manufacturers in the industry which includes Grundfos, NOV(Moyno), and Verder.

### **Roles and Responsibilities**

- Provide customer support by assisting with sales procedures and request for quote (RFQ)
- Enter and track data in sales databases and provide updated reports
- Help with new order entry, track orders, investigate shipping issues
- Keep track of the business opportunities from sales inquiries
- Monitoring competitors within accounts as to performance and pricing issues
- Present a professional and courteous image to our clients and prospects
- Help troubleshoot problems with customer orders, customer accounts and other related issues
- Ability to interpret sales metrics and perform data entry

### **Minimum Requirements**

- BS/BA degree preferred. Combination of education and experience considered
- 2-3 years of inside support-sales service required
- Excellent customer relationship building skills
- Strong verbal and written communication skills
- Working knowledge of MS Office suite of products
- Familiarity with Outlook and CRM systems is preferred
- Self-starter who is able to work in a fast-paced environment
- Strong ability to pay attention to detail

### **What You Can Expect**

The Sales Support Specialists is responsible for assisting the sales engineers in quoting customers and supplying outstanding customer service. The candidate will be responsible for developing and maintaining customer relationships with accounts in the assigned territory of Virginia, North Carolina and South Carolina. The ideal candidate must reside within the Hampton Roads area of Virginia.

#### **Chesapeake, VA Office**

1224 Executive Blvd., Suite 108  
Chesapeake, Virginia 23320  
Phone: (757) 512-6428  
Fax: (757) 547-5855

#### **Raleigh, NC Office**

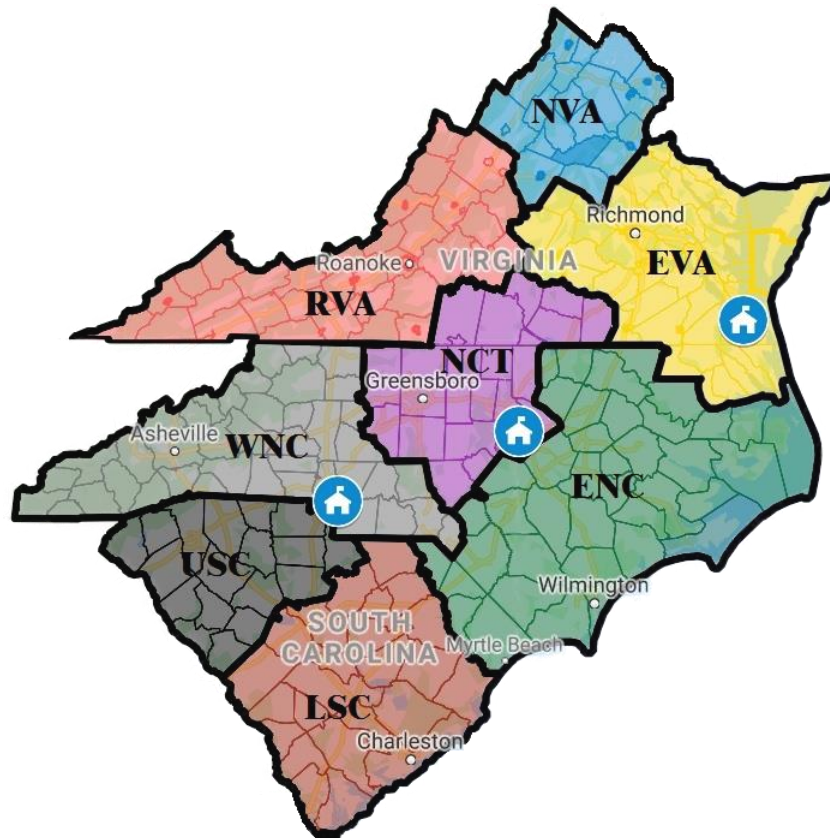
4915 Waters Edge Drive, Suite 180  
Raleigh, North Carolina 27606  
Phone: (919) 792-3780  
Fax: (919) 859-4837

#### **Charlotte, NC Office**

9305 Monroe Road, Suite E  
Charlotte, North Carolina 28270  
Phone: (704) 323-7023  
Fax: (704) 845-4549

**Company Benefits:**

- Competitive Base Pay
- 401k/401k Matching (4%)
- Health Care/Dental Care/Vision Care
- STD/LTD
- Paid Holidays/Paid Vacation
- Complimentary Sam's Club Membership
- Quarterly Team Building Outings



**Chesapeake, VA Office**  
1224 Executive Blvd., Suite 108  
Chesapeake, Virginia 23320  
Phone: (757) 512-6428  
Fax: (757) 547-5855

**Raleigh, NC Office**  
4915 Waters Edge Drive, Suite 180  
Raleigh, North Carolina 27606  
Phone: (919) 792-3780  
Fax: (919) 859-4837

**Charlotte, NC Office**  
9305 Monroe Road, Suite E  
Charlotte, North Carolina 28270  
Phone: (704) 323-7023  
Fax: (704) 845-4549