



# Regional Inside Sales

## Job Description

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**Position Objective:** Enter and manage all stock and non-project orders for territory assigned. Evaluate part numbers, pricing and commission levels. Manage Unshipped, Unscheduled and Missed Shipping Date reports. Assist with RMA & Warranty Requests.

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### Duties and Responsibilities:

1. Enter all Stock & Non-Project Orders within Oasis software system and submit to manufactures for processing; confirm part numbers, pricing and commission levels.
2. Review daily Oasis order management reports to ensure orders are scheduled and shipped within appropriate timeframes while sending shipping updates to customers.
3. Initiate Post Sales and RMA requests utilizing MFG Portals and Oasis software system for follow-up for assigned orders.
4. Generate and send prior approval drawings from project quotations within Oasis software system.
5. Assist with running Oasis Order Status Downloads.
6. Update stock price files with direction from Director of Distribution Sales.
7. Manage Mlazgar Phone System; Answer and direct all calls that come into the main line.
8. Coordinate and manage Mlazgar sample inventory.
9. Manage Mlazgar shipments inbound and outbound.
10. Other duties as assigned.

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**Job Requirements:**

**Education:** High School Diploma

**Experience:** Previous Customer Service and/or Order Entry Experience.

**Skill:** Excellent communication and accuracy skills, ability to professionally represent Mlazgar Associates Inc. Proficient with computer systems including order entry, MS Excel, Word and, Adobe Acrobat.

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**Job Accountability:** Enter and manage stock orders, phone system and sample inventory.

**Reports To:** General Manger or Vice President - Operations

**Employee Class:** Salary

**Status:** Exempt

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**ABOUT MLAZGAR ASSOCIATES:**

- Fast-paced and fun work environment that rewards success
- Flexible work schedule and/or remote work options
- Competitive base salary with bonus potential
- Comprehensive benefit package as well as 401k
- Paid Time Off
- 9 ½ days of Paid Holidays
- Office hours 7:30am-4:30pm Mon-Fri
- Rotating Friday hours 7:30am-2:00pm