

POSITION: Sales Representative – Entry Level

Retlif Testing Laboratories is a full service independent testing laboratory providing regulatory compliance testing and engineering services in the areas of Electromagnetic Compatibility and Environmental Simulation across all industry sectors. We are currently seeking a full time Entry Level Sales Representative for inside and outside sales throughout Nassau and Suffolk Counties. The ideal candidate will have excellent communication skills, both verbal and written, and have a strong desire to grow in a sales career with one of the leading testing laboratories in the industry.

RESPONSIBILITIES:

- The selected candidate will be responsible for, including but not limited to:
- Provide administrative support and customer coordination activities to Technical Sales
- Customer Interaction, scheduling of appointments
- Support and maintain positive business and customer relationships
- Quotation Follow-up
- Trade Show Support

QUALIFICATIONS/REQUIREMENTS:

- Minimum two (2) years of post-high school education (Associate's degree preferred: (Communications, Marketing or related focus)
- Retail Sales experience a plus
- Must have strong verbal and written communication skills.
- Must have strong organizational skills and an attention to detail.
- Ability to follow instructions with multiple tasks in a fast-paced environment.
- Proficient in Microsoft Word, Excel and PowerPoint
- Candidates must have a background that would permit the U.S. Department of Defense to issue a Secret Clearance, which includes U.S. Citizenship

Interested in a position at one of the USA's leading independent testing laboratories? Come to us for a career, not a job. We are an equal opportunity employer. Retlif provides excellent personal growth opportunities, a professional atmosphere and comprehensive employee benefits such as:

- 401K plan
- Tuition reimbursement plans
- Medical, dental and vision insurance
- Paid vacations
- Paid holidays

For consideration, please send resume and cover letter to Smurphy@retlif.com. For more information about our company, please visit our website at www.retlif.com