



8/14/2022

Inside Sales Representative

KB Medical Group has created an immediate employment opportunity for an inside salesperson. This position will be a multiple roles, work in an office environment in the Irvine of Orange County. This position will work with our distributors, outside sales, customers, and oversea teams and factory.

The candidate will be a self-starter, quick learner, team-player, motivated, and positive person and eager to learn about the medical device industry.

We value flexibility, problem solving skills, reliability, confidentiality, organizational skills, and workload prioritization.

Basic computer skills are a must with a minimum knowledge of Microsoft Word, PowerPoint, and Excel.

Normal working hours are from Monday to Friday from 9:00 am to 4:00 PM. Along with a 20\$/hr. starting rate for this position and the quota-based sales incentive plan and company shared health insurance benefits.

Experience is not required, and we will train qualified applicants

Prior Sale experience is a plus

Bachelor's degree is a plus's

Benefit Conditions:

- Only full-time employees eligible

COVID-19 Precaution(s):

- Mask wear required, sanitizing, disinfecting, or cleaning procedures in place

The details of job duty including but not limited as the following:

Sales Relevant Duties:

- Cold calling, replying online inquire for/from new clients , generate leads and or accounts daily
- Follow up on your pipeline utilizing outbound dialling, text and Email
- Communication and following up with outside Rep, Distributors, or customer direct

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KB MEDICAL GROUP INC
Specialist in Safety Medical Products
and Nutrition Care

- Manage your leads/calendar/time efficiently to ensure that all monthly goals are met
- Prepare customer profile
- Keeping detailed information of your contacts
- Prepare weekly works schedule and weekly review
- Work inside the office most of the time
- Occasional travel and customer visit required
- Cooperate with overseas departments in case of any support needed.
- Achieves agreed upon sales targets
- Participate in exhibitions or shows if necessary.

Inventory Assistant:

- Update expenses and track inventory in & out in QuickBooks Online at regular basis.
- Cooperate with warehouse staff and keep related documents in file
- Keep samples /catalogue in office shelf and self-storage space organized
- Update the samples /catalogue list on time and at regular basis
- Schedule sample order and pack and have samples /catalogue sent to customers and exhibition

Office Assistant:

- Take and record all daily inbound calls and make outbound calls.
- Reception for customers or visitors.
- Meeting arrangement, minutes
- Make sure of the validation of the company registration certificate and update one time.
- Make sure the Website/email is valid.
- Make sure the office software is valid with Microsoft.
- Tickets, hotel, and accommodation arrangement for sales team and manager.
- Monthly job summary to Manager.
- Performs other related duties and projects as business needs required by management.

Sales & Distributor Recruiting Assistant:

- Publish job opportunities, vet candidate resume, arrange interview.

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- Train new employees including product knowledge and business skills.

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