



WILEY ELECTRONICS LLC advancing technology for renewable energy

PO Box 361 Saugerties, NY 12477 (845) 247-3852 www.we-llc.com

Sales Associate
Full Time Employee
Salary negotiable depending on experience

Qualifications/Requirements:

- Four year college degree in sales and marketing.
- Three years sales experience preferably in the photovoltaics
- Minimum of ten years customer service
- Excellent written and verbal skills. Amiable negotiating abilities.
- Technical aptitude and/or a solid understanding of PV systems and grounding

Wiley Electronics is looking for a highly self-motivated Sales Associate. The candidate must have the ability to problem solve, work under pressure and meet deadlines. Time management, organization skills, and communication skills are required.

Responsibilities:

- Pro actively establish and maintain effective working relationships across all departments within Wiley Electronics and its customers
- Receive and confirm orders, generate estimates, and maintain consistent follow up with customers
- Clear and concise communication with Purchasing Manager, Operations Manager and Sales Manager
- Report sales activity and assist in forecasting levels to the Sales Manager
- Assist in developing and maintaining good relationship with our distributors
- Assist with trade shows and training development

Business Skills Required:

- Must be PC literate in Microsoft Office and Open Office
- Proficient in Quick Books Premier - Manufacturing and Wholesale
- Excellent telephone etiquette is a must

Please send resumes via email only.
lisa@we-llc.com