



Job Description

Release Date: September 16, 2026

Position

- Job Title: Inside Sales Administrator
- Department: Sales & Marketing
- Reports To: Sales Operations Manager
- Job Code:
- FLSA Status: Exempt
- Term: Full-Time
- Compensation: \$65,000 - \$72,000 per year
- Telecommuting: Monday and Friday

Job Summary

Responsible for the end-to-end management of customer orders — from initial inquiry and quotation through order processing, production monitoring, and shipment follow-up. Acts as a key liaison between customers, Sales, Production, Finance, Support, and other departments to ensure alignment, accuracy, efficiency, and overall customer satisfaction. Heavy job focus supporting Europe, Middle East, Asia Sales Director EMEA and Sunhillo's International Distributors.

Essential Duties and Responsibilities

Essential duties and responsibilities include, but are not limited to, the following. Other duties may be assigned.

- Work with external Sales team to help respond to customer inquiries and price quotation requests.
- Coordinate with Production to confirm lead times and support quotation accuracy.
- Follow up on quotations with external Sales team to drive timely responses and conversions.
- Process customer orders in MRP System.
- Submit orders for contract review and ensure compliance.
- Collaborate with Production to meet customer-requested ship dates.



444 Kelley Drive, West Berlin, NJ 08091-9210, USA



+1 (856) 767-7676



www.Sunhillo.com

SUN9038

Revision: 1.0

April 14, 2023

- 
- Monitor scheduled shipment dates to ensure on-time delivery.
 - Work with shipping companies and Production to arrange and track customer shipments.
 - Provide ongoing support to the external Sales team.

Knowledge & Skills

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong oral and written communication skills
- High attention to detail and accuracy
- Excellent interpersonal skills with the ability to build strong relationships.
- Proficiency in Microsoft Office and familiarity with MRP/ERP systems.

Education & Experience

Required:

- High school diploma or general education degree (GED).
- 3-5 years related experience and/or training.

Other requirements

This job description is not an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate reflection of those principal job elements essential for making decisions related to job performance, employee development and compensation. As such, the incumbent may perform other duties and responsibilities as required.

Contact

To submit your resume or for further information e-mail employment@sunhillo.com. Alternatively, you may post your resume to the following address. Remember to identify the position you are applying for.

Human Resources
Sunhillo Corporation
444 Kelley Drive
West Berlin, NJ 08091-9210