



1 Willow Avenue  
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**Position:** Inside Sales Representative

**Location:** TIGG Oakdale

**Reports to:** Sales Manager

**Position Summary and Functions:**

Responsible for talking with customers about their treatment applications and offering appropriate equipment and pricing. Daily activities include answering the phone, providing information about TIGG products, and resolving treatment challenges that customers need to address. A strong understanding of chemical compounds and treatment technologies or a natural curiosity/aptitude about how things work is beneficial. You will be expected to become intimately familiar with TIGG products, equipment, and services and how they are applied to treating water/liquids and air/vapors for both organic, inorganic, and particulate removal. This is primarily an inside sales job with an occasional trade show and visits to prospective customers. Primary markets include industrial, municipal, and environmental remediation.

**Nature of the position:**

- Answer incoming sales calls
- Assisting customers with product selection
- Manage and follow up incoming email and web leads
- Technical evaluation of customer needs and selection of appropriate equipment and media
- Coordinate media exchange events
- Troubleshoot equipment/process deviations
- Develop responses to RFQ/RFPs
- Manage customer contacts and opportunities in the CRM Database
- Assist in developing and review of the final proposal
- Travel for client meetings as needed
- Enter Sales orders in ERP system

**Requirements**

- BS degree in Engineering, Chemistry, or Environmental preferred
- 5 years of work experience
- Working experience in activated carbon industry a plus
- Highly motivated self-starter
- Strong prospecting skills
- Excellent written and verbal communication skills
- Good analytical and organizational skills
- Proficiency in Microsoft Office Suite

TIGG offers health and dental insurance, 401K plan, vacation, and participation in company-wide ESOP.