



## Ace Computers

340 Howard Ave.  
Des Plaines, IL 60018

Phone: 877-223-2667  
E-mail: [careers@acecomputers.com](mailto:careers@acecomputers.com)

### Inside Sales Admin

Location: [Des Plaines](#)  
Employment: [Full-time](#)

### About Us:

Ace Computers is a leading provider of cutting-edge computing solutions, dedicated to delivering exceptional service and high-quality products to clients across various industries. With a focus on innovation and customer satisfaction, we thrive on building meaningful relationships that drive success.

### Position Overview:

We are looking for a motivated and detail oriented Inside Sales Administrator to join our dynamic sales team. The Inside Sales Administrator will provide critical support to the sales department by managing administrative tasks, assisting customers, and ensuring smooth operations throughout the sales process. This role is key to maintaining high levels of customer satisfaction and operational efficiency.

### Key Responsibilities:

- **Sales Support:** Assist the sales team by preparing quotes, processing orders, and managing sales documentation.
- **Customer Communication:** Serve as a point of contact for customers, responding to inquiries, providing product information, and addressing issues in a timely manner.
- **Order Management:** Process and track customer orders, ensuring accurate fulfillment and delivery timelines.
- **CRM Maintenance:** Update and maintain the customer relationship management (CRM) system with accurate customer and sales data.
- **Reporting:** Generate and analyze sales reports to provide insights and support decision-making for the sales team.
- **Cross-Department Collaboration:** Work closely with other departments, such as operations and finance, to ensure seamless order processing and customer satisfaction.
- **Product Knowledge:** Develop a thorough understanding of Ace Computers' products and services to assist with customer inquiries and support the sales team.
- **Process Improvement:** Identify opportunities to streamline administrative processes and improve efficiency within the sales department.

**Benefits:**

- 401(k) and 401(k) matching.
- Dental Insurance
- Vision Insurance
- Disability Insurance
- Health Insurance
- Life Insurance
- Employee Discount
- Flexible scheduled
- Paid time off.

Send applications to [careers@acecomputers.com](mailto:careers@acecomputers.com)

Salary starting at \$47,000