



Sales & Marketing Representative

Matrix Tool, Inc. has an immediate opening for an experienced and motivated Sales & Marketing Representative.

Matrix Tool, Inc. is a custom full service manufacturing operation located in Fairview, PA. We specialize in the design and construction of high precision plastic and metal injection molds and the molding of micro and tight tolerance plastic injection molded components. As a full service manufacturer, the primary markets we serve include the automotive industry, the computer / electronic device industry, the medical / pharmaceutical device industry, and the general appliance / consumer products market. We operate in a state of the art facility and employ approximately 140 staff members capable of offering solutions to our customer's toughest tooling and molding challenges. See www.matrixtoolinc.com for additional information about our organization.

We are searching for a results-oriented Sales & Marketing Representative that will work well with our talented, family-oriented workforce as we continue to grow and diversify our business. The position is an integral part of our manufacturing team and will be responsible for supporting key activities of the Sales and Marketing function.

Primary Duties:

- Researches and qualifies sales leads through regular prospecting activities.
- Generates ongoing communication with customer prospects through multiple outreach channels, including phone, email, social media platforms, scheduled sales calls or other resources.
- Assists with the planning and implementation of our digital marketing campaign to increase brand awareness, support prospecting activities, and drive sales opportunities.
- Strategizes and creatively expands the company's digital marketing materials/resources to highlight company capabilities, services and areas of specialized technical expertise.
- Assists with the development and content management of the company website.
- Supports information requests and needs of prospective and/or current customers, including: coordination of customer surveys; assistance with customer presentations, tours and/or audits; follow-up on sales inquiries; assistance with the compilation and follow-up of customer RFQs; and program management support.
- Maintains prospecting spreadsheets and sales activity records and oversees analytics to track and monitor sales and marketing performance.
- Assists sales team members with customer communication requests as needed, including the follow-up of outstanding RFQs, confirmation of purchase orders, and/or the submission of project progress reports.

Qualifications / Competencies:

- Bachelor's degree with a focus in Engineering or other Technical Area preferred.
- 3 – 5 years sales/marketing experience, preferably in a manufacturing or injection molding environment.
- Experience with prospecting, networking and/or new business development activities.
- Excellent written & verbal communication skills to support internal & external customer contact.
- Strong computer skills, including proficiency with Microsoft Office programs (Word, Excel, PowerPoint, etc.); customer relationship management software; and desktop publishing software
- Proficiency with social media platforms and sales engagement resources.
- Strong organizational and follow-up skills.
- Basic understanding of the injection molding process and materials.
- A take charge attitude with sound decision making abilities and an independent work ethic.
- Ability to cooperate with others and work as a member of a team in a dynamic and fast paced work environment.
- Ability to utilize customer service skills to develop positive work relationships with internal customers as well as external customers.

For additional information, contact Matrix Tool Inc.



Sales & Marketing Representative (Continued)

Compensation Package:

Matrix Tool, Inc. offers challenging work, a family-friendly work culture, a state-of-the-art work environment and a competitive benefits and pay package. Benefits include:

Health Care & Prescription Drug Insurance
Vision Care Insurance
Dental Care Insurance
401(k) Plan
Profit Sharing Plan
Life / Accidental Death Insurance
Short Term Disability Insurance
Employee Assistance Plan
Paid Holidays
Paid Vacation Time
Paid Personal Time
Bereavement Leave
Educational Assistance Plan
Deductible Reimbursement Plan
Cash Bonus Plan
Jury Duty Benefit

Pay: Salaried/Exempt Position with competitive pay commensurate with experience and familiarity with precision injection molding.

Visit us at:

Web: www.matrixtoolinc.com

LinkedIn: <https://www.linkedin.com/company/matrix-tool-inc./>

Due to the COVID-19 Pandemic, we have a number of special protocols and preventive measures in place to protect the safety and health of our employees. To view our current COVID-19 policy and control measures, please visit the literature page of our website.

How to Apply:

Interested candidates should apply by emailing a cover letter and resume to hr@matrixtoolinc.com

Thank you for your interest in joining our talented team!

For additional information, contact Matrix Tool Inc.