



Novotech Nutraceuticals, Inc.

2897 Palma Drive, Ventura, CA 93003

Office: (805) 676-1098

www.novotechnutra.com

Inside Sales Specialist

Full-Time. Location: Ventura, CA (on-site).

Key Responsibilities

Sales & Customer Support

- Respond to inbound customer inquiries by phone and email and provide clear product information.
- Prepare quotations for bulk and sample product sales and follow up with prospects.
- Process customer orders and support customers throughout the order fulfillment process.

Lead Generation & Account Growth

- Generate, qualify, and nurture leads from online, phone, email, and other sales channels.
- Maintain and grow existing customer accounts through consistent follow-up and responsive service.
- Identify upsell and cross-sell opportunities based on customer needs and product fit.
- Support individual and team sales goals while representing Novotech's commitment to quality and service.

Order & Cross-Functional Coordination

- Monitor order status and help ensure accurate information and timely delivery.
- Identify customer or order issues, communicate clearly, and help coordinate practical resolutions.
- Lost customer engagement and follow up.

CRM & Sales Administration

- Engagement, track follow-up activities, quotations, opportunities, and account status.
 - Use standard office software for email, spreadsheets, documents, and routine sales administration.
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Qualifications

- Strong inside sales skills, including phone- and email-based selling, follow-up, and closing techniques.
- Customer service skills with the ability to manage inquiries, resolve issues, and build long-term relationships.
- Excellent written and verbal communication skills, with the ability to explain technical product information clearly.
- Attention to detail, and ability to manage multiple priorities.
- Associate or Bachelor's degree in Business, Marketing, Nutritional Science, or any related field is a plus.

Pay Range: \$21-32/hour, depending on experience and qualifications.

Please contact: HumanResources@novotechnutra.com
