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# Example of Customer Service Sales Job Description

Our innovative and growing company is looking for a customer service sales. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for customer service sales

* Conduct a needs analysis to determine prospects needs and what solution may interest them
* Coordinate all leads, prospects and opportunities, set tasks to follow up
* Ensure proper conversion of prospects into opportunities within Salesforce
* Follow-up with prospects until onboarding
* Make outbound calls and sending e-mails to potential prospects
* Set appointments for Sales field as needed
* Call current route customers to penetration of allied products
* Survey current and past customers as needed
* Provide exceptional customer service and timely follow-up
* Communicate clearly and precisely with potential and current customers in written and verbal form

## Qualifications for customer service sales

* Must be able to move engine blocks and other heavy equipment with moving aids designed to move such items including hand trucks, dollies, motorized cart, pallet jacks
* Knowledge of operation of office equipment
* Typing and grammar skills
* Knowledge of computer software applications in word processing, spreadsheets, & database
* Screen printing experience is a plus!
* Must possess experience with managing customer service calls for both inbound and outbound calls, in a high-paced call center environment