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# Example of Inside Sales / Account Manager Job Description

Our growing company is looking to fill the role of inside sales / account manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for inside sales / account manager

* Manages and closes (including negotiation) all renewals for selected products/solutions)
* Demonstrate system features and benefits to get partners to purchase more products
* Focused team player with a collaborative approach
* Strong interpersonal skills, with ability to professionally build and maintain strong relationships with a diverse blend of personalities and levels of authority to reach resolution
* Grow revenues of a customer account base of 100+ companies through proactive sales activities
* Prospect, identify, generate interest, target new contacts within customer base, prove value and close business opportunities – This will make up 80% of the daily activities
* Develop/maintain strong relationships with senior level key decision makers
* Serve as key contact person for leads, prospects and customers on all pre-sales activities
* Achieve/Exceed revenue goals
* Meet or exceed outbound call and transition and close rate metrics

## Qualifications for inside sales / account manager

* Strong strategic data interpretation skills and visual data representation
* Knowledge of commercial contracts
* Competency with sales tracking tools – Salesforce.com
* 1-3+ years of sales experience with SaaS, desktop software and/or security solutions highly desired
* Able to effectively partner and engage with internal sales resources such as sales specialists and sales engineers, liaising with external partners at all levels
* Computer skills with basic MS Word and MS Excel experience