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# Example of Inside Sales Executive Job Description

Our company is growing rapidly and is looking for an inside sales executive. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for inside sales executive

* Management of designated Inside sales accounts
* Support Field based team with appointment making
* Marketing support for field based Key Account Managers
* Administrative support for field based Key Account Managers
* Generate new qualified prospects through outbound phone calls (20-30 meaningful selling conversations per day)
* Document all client contacts, conversations, leads and opportunities in Salesforce CRM
* Assign leads and follow up action items to appropriate sales team members/leaders
* Ensure proper follow up on all qualified leads and opportunities
* Schedule client discovery calls and loop in sales supervisor and project manager on the outline and scope of client needs and possible solution packages
* Participate in team training, skill building, coaching and role play exercises with the ability to receive and incorporate constructive feedback to improve individual and team results

## Qualifications for inside sales executive

* Ability to deal with ambiguity and be flexible to change
* Strong experience in strategic account management
* Experience in supporting marketing initiatives
* Must be cooperative and able to work in a team environment
* This position is based in our Stockley Park office
* 1 to 3 years of proven sales or customer service experience required