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# Example of Internal Sales Representative Job Description

Our company is looking for an internal sales representative. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for internal sales representative

* Collaborate with R&D to develop new generation products for key clients
* Responds to direct telephone and written customer enquiries
* Discusses use and features of various parts with customers
* Ascertains availability, cost, pricing and customer sales history for relevant parts
* Liaises with Pricing coordinator as to gross margins, market prices and Account Managers about delivery priorities
* Determines appropriate method of shipping to meet customer delivery requirements
* Arranges for freight and insurance through the Logistics department
* Expedites orders and freight
* Serving customer’s quotation through preparation, sending and monitoring offers
* Serving orders through checking if they are correct with the offer or current trade conditions with customers, reconciliation of any ambiguities, putting the order into the system, sending the confirmation

## Qualifications for internal sales representative

* Experience of using ERP and CRM systems
* Previous experience in similar position (service/call center, sales support)
* Ability to work with various software packages (MS Office)
* 2 years previous experience in a similar position (service/call center, sales support)
* Day-to-day technical support for all parts of the local STC business
* Minimum of 5 years in a Technical Role supporting clients either face to face or by phone