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# Example of Internal Sales Job Description

Our innovative and growing company is looking for an internal sales. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for internal sales

* Process paperwork to coordinate service orders, pick-ups and deliveries with dispatch as required
* Ensure that calls, activities and opportunities are logged daily on the Company’s CRM system
* Outbound calling/prospecting
* Closing Abilities
* Responsible for managing your own database and making outbound calls with the objective of selling / promoting SIMS software to a specific region within the UK, working closely with your Field Account Manager
* Work towards your Key Performance Indicators (KPI) as set out by your line manager and demonstrate an understanding of how you will achieve these in your 1-1 meetings and monthly reviews
* Manage your Territory to maximize revenue from the schools within your region
* To plan effectively and to achieve expected sales outcomes
* Work with internal business partners to create customized finals presentations
* Schedule the Regional Vice President with financial advisors

## Qualifications for internal sales

* Ownership - take responsibility for actions and accept the associated risks
* Up to one year sales/marketing experience
* SAP – S&D module access
* Purchase Order execution on suppliers
* Analyze office trends, advises on purchasing decisions, strategizes based on the goals of the office
* Operate in an extremely complex environment