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# Example of Internal Sales Job Description

Our company is looking for an internal sales. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for internal sales

* Help develop execute wholesaling business plans and be responsible for helping hit our sales goals
* Manage a high volume of inbound calls create and execute effective outbound call campaigns
* Travels with external partner to participate in face to face meetings with advisors
* The role will be primarily working alongside External Sales Account Managers with customers in the UK and EMEA regions
* This is customer focused and involves coordinating and performing activities necessary to clarify and generate quotations, monitor progress and provide information for internal reporting
* Field general enquiries from customers and distributors over phone and email
* Coordinate customer responses in conjunction with external sales account managers
* Obtain related internal information, follow procedures and perform tasks necessary for technical configuration and generation of quotations
* Assist in the recording of customer sales contacts, entry of key opportunities and information into the SAP system, maintenance of sales key performance indicators
* Provide support on pricing queries to internal customer support team or sales employees

## Qualifications for internal sales

* Optimistic attitude
* Competitive & Driven
* Committed to targets and deadlines
* Bachelor’s degree required with minimum GPA of 3.0, preferably in a business related field and advanced business degree is valued
* 2 - 5 years of experience in sales support role or similar capacity required
* Undergraduate degree or equivalent combination of training and experience, including wholesaling experience, is strongly preferred