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# Example of Internet Sales Job Description

Our company is searching for experienced candidates for the position of internet sales. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for internet sales

* Daily correspondence with the field via email and phone
* Check site each day to make adjustments in inventory and content of the site
* Maintain quality assurance of online offerings
* Handle all lead inquiries for defined community scope to include immediate and continuous follow-up with the lead
* Working knowledge of wide variety of digital products – display, rich media, native ads & branded content, social media ads, contesting, video advertising, targeted email, mobile advertising, and paid search
* Work with our graphic designers to create all digital ads needed for campaigns and apply UTM codes to all campaign URLs for tracking purposes
* Creation and order entry of all Insertion Orders into variety of digital traffic systems
* Maintaining and reporting results while continually optimizing campaigns
* Reconciliation of digital campaigns and billing for those campaigns
* Attend ongoing training webinars and participate in monthly digital sales coordinator calls to keep up on how to process orders, changes in ad platforms, and to learn what digital sales coordinators in other markets nationwide are doing and apply those winning tactics to your position

## Qualifications for internet sales

* Current local real estate license required
* Previous sales experience required using electronic modes of communication (on-line/telephone)
* Ability to connect with people using various electronic modes of communication
* Strong verbal & written communication, with the ability to take complex concepts and communicate accurately, persuasively and succinctly
* Action oriented, with the drive to push leads to successful closure (appointment setting)
* Ability to work flexible schedule on a consistent basis, including evenings, weekend and holidays