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# Example of Lead Representative Job Description

Our company is growing rapidly and is looking for a lead 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 lead representative

* Maintaining accurate Business Forecasts in SFDC with focus on project close dates, accurate probabilities
* Ensuring client satisfaction through various phases of a project including sales, engineering right through
* Warm Calling leads to identify prospects viability as a potential Greenway client, customers looking to build out their Greenway portfolio
* Vet qualified prospects by identifying decision-makers, timeline, and budget potential
* Prospect daily for new sales leads within your territory
* Review of daily Unidentified Cash Report in order to prioritize resources
* 3-6 month comprehensive training program
* Support for US and Canada OneHR
* Answer OneHR calls and respond with assistance and/or triage
* Address all OneHR foot prints tickets, resolve and/or triage

## Qualifications for lead representative

* Bachelor degree in logistics, international trade or related majors
* Prior cold-calling experience in Sales Development or Inside Sales with a demonstrable success in identifying new prospective customers and building a pipeline is a plus
* Familiarity with Salesforce CRM is a plus
* Searches internal & external subscription databases, LinkedIn, for additional key contacts within existing companies
* Experience in technology, retail or equivalent industry with high degree of complexity preferred
* Computer experience/knowledge required