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# Example of Outbound Sales Representative Job Description

Our company is looking to fill the role of outbound sales representative. 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 outbound sales representative

* Responsible also for for billing and invoice control, acting as interface between customers and internal areas, when needed
* Collaborate and partner with assigned territory or channel Sales Executives
* Using account research, identify & develop valid business drivers to compel customers to utilize our solutions
* Parse leads to the appropriate Sales Executive based on territory and size of potential opportunity
* Quickly demonstrate a broad understanding of VitalSmarts’ solutions and articulate the value proposition to schedule appointments
* Meet or exceed monthly KPI metrics (calls, emails, leads)
* Learning and maintaining a deep understanding of WKFCS TeamMate solutions, customers, and the Internal Audit industry as a whole by participating in formal/informal training sessions and self-directed learning
* Developing and maintaining sales pipeline of opportunities to achieve lead generation objectives by placing calls and sending e-mails to potential clients for sales and marketing purposes (e.g., cold calls, off lists)
* Participating in organizational activities to meet or exceed company objectives by applying knowledge from background area of expertise to special projects that will help drive profitability and growth
* Sell into customer base by using the standard telephone and email strategy associated with active campaign

## Qualifications for outbound sales representative

* Minimal business travel required
* 1-3 years of similar or related experience of quota bearing sales into small & medium businesses (preferably representing Internet, Cloud, SaaS, Storage)
* Proven success of exceptional goal attainment, high quality and brand integrity preservation required in a metric driven environment
* Ability to leverage data to evolve your approach to customers
* University Degree (Equivalent to Bachelors degree) in Science or Marketing, plus generally two years of directly related sales, experience in technical or professional service
* Experience with sustainability, product emission testing, indoor air quality, Environmental Product Declaration, Environmental Claim Validations