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# Example of Representative, Inside Sales Job Description

Our innovative and growing company is looking for a representative, inside 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 representative, inside sales

* Handling your own book of business and working with a specific client to help them succeed with their technology sales
* Logging all activity into proprietary, non-proprietary CRM databases
* Setting appointments for outside sales team in the $300M to $20B business segments
* Inputting contact data and articulating results into an online CRM
* Identifying decision makers and gaining business intelligence through conversations
* Creating opportunities through calls using an auto-dialer
* Conference and seminar follow up calls
* Lead nurturing campaign and touch strategy execution of vertical mailers to prospects
* Research and navigate business websites for key information
* Implement and animate national sales campaigns

## Qualifications for representative, inside sales

* Must be an organized and detail oriented individual with a proven ability to manage and prioritize multiple responsibilities and project
* Previous Inside sales or account manager experience in the medical device or healthcare industry preferred
* Position may require extended periods of sitting down, visual activity with computers
* Able to attend exhibitions and conferences in UK and Ireland (up to 15 per year)
* Relationship sales experience utilizing the phone and web based technologies
* Highly competitive, professional