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# Example of Sales Inside Sales Representative Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of sales inside sales representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for sales inside sales representative

* Order samples, literature, displays and SSP material
* Pull orders, count returns and help out in warehouse as needed
* Must be familiar with job responsibilities of key company personnel and how they relate to Inside Sales functions
* Support Outside sales
* Position competitive offerings and solutions in the context of customer needs and experiences
* Meet and exceed targets for net-new revenue and sales pipeline, monthly and quarterly forecast for cloud solution usage and sales
* Manage and maintain a detailed pipeline to achieve assigned monthly quota
* Comply with assigned schedules, assignments and productivity metrics
* Bi-lingual in either Spanish or Chinese a plus but not required
* Provide an insightful business outlook including business forecasting, pipeline strength, and key prospect identification

## Qualifications for sales inside sales representative

* Ability to learn using company database systems including a DOS based prog
* Experience with AutoCAD an asset
* Must have experience in the Residential or Commercial roofing industry
* Must have experience working in an office setting, answering phones & handling paperwork
* Working Knowledge of Microsoft Outlook, Internet, Word, and Excel
* Experience in pest control or route-based industry is preferred