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# Example of Sales Inside Sales Representative Job Description

Our growing company is looking for a sales inside sales representative. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for sales inside sales representative

* Achieves targeted monthly goals
* Increases overall conversion rates from lead to active client
* Conducts follow-up with prospective clients
* Maintains databases/captures accurate and complete information in a contact database/customer relationship
* Support daily monitoring reconciliation platform to resolve errors
* Investigate discrepancies and report to the appropriate department to resolve the issue
* Responsible for preparing reconciliations on various accounts
* Perform reconciliations on using automated reconciliation tools
* Respond to all general line customer inquiries via phone, fax or email by determining material availability, conformance to customer requirements, quoting prices, and providing a reasonable delivery commitment designed to obtain the customer's order or expanded order
* Enter orders into the system and modifies or deletes as required

## Qualifications for sales inside sales representative

* One to two years of relevant experience in an outbound call center role with the ability to prospect, develop customer base and close sales
* 2+ years sales or relevant experience preferred
* Self-motivated to meet or exceed goals
* Ability to create a sense of urgency and the follow-up skills to close sales
* Articulate and professional with an enthusiastic attitude and a focus on results
* Experience in a fast paced, high inbound/outbound call environment is strongly desired