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# Example of Sales Representative Inside Sales Job Description

Our company is growing rapidly and is hiring for a sales representative inside sales. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for sales representative inside sales

* Primary sales counter contact with contractors placing orders for windows and exterior building products
* Provide customer account support, purchasing, order entry, order processing and logistics support to external sales resources and direct support to customers on aftermarket order inquiries and aftermarket parts questions
* Provide customers with knowledgeable application and product support in area of power transmission and related aftermarket parts
* Support account managers to ensure sales orders are processed to meet business and customer requirements
* Source and purchase items to meet customer requirements and ensure lowest cost position is achieved for JBT while still maintaining a positive supplier relationship
* Respond to customer calls and emails and use effective communication to ensure high customer satisfaction is achieved
* Effectively organize all aspects of the position to ensure excellent, prompt and accurate interactions with customers, co-workers, suppliers, and business processes occur
* Achieve individual and team sales goals
* Answers inbound calls as customer service point of contact
* Support and work closely with a team of 3 to 5 Business Development Managers

## Qualifications for sales representative inside sales

* Strong proficiency with Excel and experience with Siebel preferred
* Experience working in ISO 9001 organization
* Ability to exhibit a professional image face to face, via email and phone
* A proven track record of success in an inside sales role
* Quota driven performer with at least 2+ years of inside sales experience is preferred
* Previous inside sales / call center experience preferred