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# Example of Telephone Job Description

Our innovative and growing company is hiring for a telephone. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for telephone

* Interfacing with Technology Support and Application Development, LAN/WAN and Server groups
* Managing and responding to customer calls via HP Service Manager ticketing system
* Handle incoming calls appropriately
* Travel to assigned territory at least twice per year
* Make outbound calls on a routine basis
* Maintain customer profile
* Responsible for accounts receivable for assigned accounts
* Inform customers of promotions, specials and rebates
* Solicit new customers
* Follow up with customers

## Qualifications for telephone

* Requires frequent phone communication
* Requires ability to write clearly and informatively
* May be required to drive
* Respond to changes in directions and priorities
* A minimum of two years previous customer service experience required
* Multiple phone line experience preferred