



# Example of Inbound Sales Representative Job Description

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Our company is growing rapidly and is looking for an inbound 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 inbound sales representative

- Follow up on leads via phone and email
- Book Demos and meetings for Account Executives
- Achieve weekly, monthly, and quarterly contact/outreach goals
- Maintain lead and contact details in Salesforce
- Develop/execute territory account plans to achieve/exceed quarterly quotaquota responsibility
- Responsibility to move the transaction through the entire sales cycle or the business development cycle and eventually pass-off effectively to the outside account executive
- Organize and categorize sales lead information into Salesforce
- Create a positive first impression with our prospects by providing them with Raving Fan service
- Utilize a consistent lead development process to respond, qualify and create sales-ready opportunities for sales
- Actively contribute and participate in your own personal development and team learning opportunities

## Qualifications for inbound sales representative

- May be required to work overtime on an as needed basis
- 2 years of experience in a sales position or B2B sales environment and 2 years

- University Degree (Equivalent to Bachelor's degree) in a related discipline plus generally two years of directly related experience
- Minimal business travel is required (up to 10%)
- Typing and/or data entry skills