



# Example of Inside Sales Rep Job Description

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Our innovative and growing company is hiring for an inside sales rep. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for inside sales rep

- Achieve monthly sales goals by following the set sales process with emphasis on proper qualifying the potential client, helping provide the best solutions for the client, and close the sale in a satisfactory manner
- Work closely with sales support team – they're here to make sure the sales process goes smoothly
- Ownership of a monthly, quarterly, and annual sales quota
- Collaborate with and support field sales
- Solicits business from established sales territories and performs cold calls to prospective customers over the telephone
- Responsible for meeting or exceeding sales quota for the territory assigned
- Prepares report on sales activities
- Sell information technology products (computers, phone systems, backup solutions, ) both via telephone contact (inbound and outbound sales) and in person contact through seminars and tradeshow participation
- Organize and attend seminars in respective territory for both upgrade and new system sales opportunities
- Report directly to the Sales Manager – get lots of face time and development from an experienced leader

## Qualifications for inside sales rep

- Have great relationships with existing client list
- Excellent Customer service conduct, great knowledge of fashion terms

customers and TAMs

- Computer based program usage
- Ability to learn and present hardware portfolio
- Minimum of two years of telemarketing, or sales support or call center or customer service experience