



# Example of Inside Sales Rep Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is looking 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

- Present sales information to maximize distribution and sell through with each account
- Forecasting of baseline sales and growth projections within the territory and individual accounts based on company objectives
- When possible establish pre-set & preplanned appointments with key account contact person to optimize sales call
- Coordinate with sales support team and customer care on customer support and initiatives
- Communication remotely with clients, qualify prospects via telephone, email, fax, instant message etc
- This first project is getting RSVPs
- Drive Parts Revenue through cold calling/warm calls
- Majority of time on phone answering customer calls, providing prices, ordering parts and up selling
- Cold calling businesses to increase revenue
- Customer Service follow up – ensure customers are enjoying their service and if there is anything else the site may do for them

## Qualifications for inside sales rep

- Experience with SAP, Salesforce or equivalent ERP/CRM product and productivity software desired
- Consistently pushes toward end goals

- Handles problems and takes on challenges independently
- Supports change and innovation
- Works well with people of all backgrounds, and is able to effectively leverage individual difference