



# Example of Inside Sales Rep Job Description

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Our innovative and growing company is looking to fill the role of inside sales rep. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for inside sales rep

- Back up other inside sales people and perform clerical and administrative support functions as needed
- Support the Enterprise Sales Executive team members to maximize prospect interaction that will ultimately lead to new closed business
- Manage targeted prospecting campaigns using proactive email, phone and other communication tools to create interest and move prospects into the sales process
- Maintain consistent communication with the Enterprise Sales Executives
- Perform salesforce.com maintenance and optimization to support the sales process
- Participate in weekly sales team meetings
- Create and implement a daily, weekly & monthly call cycle that covers entire account listing
- Schedule and coordinate office time with management in order to meet objectives and complete paperwork
- Completion of daily and weekly required paperwork and forms
- Generate and analyze system reports specific to account and division needs

## Qualifications for inside sales rep

- Solution building, objection handling and closing is a must
- A professional and intellectual market
- Must be proficient in Microsoft Office applications (Word, Excel, Outlook,

- Ability to execute and deliver
- ISRs will preferably work out of the Newark office, so they can work with Product Management, Finance and Accounting as needed to support customers and TAMs