



Example of Inside Sales Rep Job Description

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Our innovative and growing company is searching for experienced candidates for the position of inside sales rep. 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 inside sales rep

- Participate and complete outbound sales campaigns
- Answer inbound sales related questions
- With the multiple price changes weekly, monthly and quarterly verifies credit and debit report accuracy and works with customer for alignment
- Work to resolve development claims with the customer for samples, DOE's, Jigs
- Respond to RFQ's and other inquiries
- Account Management / Territory Management – Within a defined geography, hunt for net-new logo opportunities while actively farming within existing accounts – solution renewals and up-selling
- Cultivate the pipeline by acting on marketing leads and conducting outbound calls
- Schedule appointments for phone, web or onsite meeting
- Consistently generate background knowledge of targeted accounts and research appropriate contact details
- Qualify incoming marketing inquiries

Qualifications for inside sales rep

- Bachelor's degree in Business or Marketing or equivalent experience preferred
- Interest and knowledge of software/hardware technologies preferred

- Bachelor Degree of Bioscience is a must
- Handling 150-200 inbound and outbound phone calls per day
- Working with warm leads to gain new and existing business