



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. 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

- Calling on customers for information concerning projects, wins and losses, YOY sales, competition, and loyalty
- Develop personal objectives and properly execute tactics required to achieve and exceed sales quota
- Generate formal quotations for both rental and sales
- Sales Order Entry into SAP
- Have impeccable organizational skills and consider yourself a self-starter
- Want to be a key part of building something great
- Meet quota responsibilities
- Attendance to team mailbox to provide service on general enquiries across centrally managed Tier 3 base
- Interfacing with the customer and the internal organisation to manage customer relationships effectively, including resolving ad-hoc customer discrepancies, complaints and other issues as they arise including billing & credit & collections queries
- Efficiently inputs customer orders received by telephone, mail, fax or EDI into the BAND-IT order entry system and advise customer immediately if product cannot be shipped as requested due to unavailability of product, credit hold, Performs detailed contract review of purchase orders

Qualifications for inside sales rep

- Flexibility to work at least one Saturday a month during the busy season
- Able to lift and move up to 50 lbs
- Proactive prospect engagement
- Environment is typically general office, though the incumbent may spend short periods in the production environment with exposure including but not limited to dust, dirt, high noise levels and variations in temperature
- This position requires the incumbent to grasp objects utilizing manual dexterity including hand/finger coordination