Example of Inside Sales Specialist Job Description

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Our innovative and growing company is looking to fill the role of inside sales specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for inside sales specialist

- You will assists Account Managers with preparation of proposals/tenders
- You will support order entry and Service Delivery teams in case they need any technical support on design/access/ equipment /interface
- You will be actively taking part in the Continuous Improvement journey
- Managing all renewals for both hardware and software, for all our customers proactively and in advance
- Day to day quoting of requests to be shared will all team members
- Being the back-up when a team member is on leave / sick or unavailable
- Assist with other backup duties when required
- Responsible for sales administration encompassing such activities as quotation development and order processing, and implementation of measures to achieve growth and profitability
- Serve as primary sales contact between the Company and assigned customers
- Process and expedite customer transactions including quotes and orders, using a computerized order processing system

Qualifications for inside sales specialist

- Has completed Bachelor of Engineering (Electrical Engineering) degree and/or higher program such as MBA or Masters (Electrical focus, Mechanical focus, Industrial focus, Computer Engineering and Technical/Applied Engineering degrees)

- 1-2 years Inside Sales experience with a track record of generating new sales and the ability to cold call
- Capital equipment sales experience, preferably in an inside sales organization
- A record of reaching customers, developing opportunities and/or exceeding sales quotas
- Demonstrated knowledge of sales/marketing principals and techniques