



Example of Internal Sales Representative Job Description

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Our innovative and growing company is searching for experienced candidates for the position of internal sales representative. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for internal sales representative

- Servicing customers' complaints and returns of the articles
- Putting new customers in the SAP system and conditions agreed with them
- Creating indexes of new materials purchased from vendors
- Constant qualifications development through self-education and active participation in trainings
- Carrying out other instructions of the supervisor
- You will manage and grow existing accounts identify and pitch for key opportunities in new accounts
- Coordinate and participate in dental trade shows
- Deliver timely reports and communication to the management team as set
- This role is an autonomous role that reports to the National Sales Manager
- You will work in collaboration with the internal sales and marketing team

Qualifications for internal sales representative

- Minimum one year of sales and/or leadership experience or FINRA Series 6 & 63 licenses
- Obtain FINRA Series 7 or 66 as required
- Team player, shows initiative/resourcefulness, actively seeks opportunities to make a contribution
- Able to learn quickly, retain knowledge and information
- Capable of calculating figures and amounts such as discounts, interest,

