



Example of Internet Sales Representative Job Description

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Our innovative and growing company is hiring for an internet sales representative. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for internet sales representative

- Record all customer information and maintain detailed tele-qualification records, on each lead worked
- Sales & Service retention
- Deliver vehicles
- Plus other tasks assigned
- Work with customer executives to develop tailored payment, leasing and financing solutions
- Focus on developing Top OD Managed ISVs
- Contract Renewals and Execution
- Manage incoming calls, chat/call requests & incoming e-mail
- Works with Customer Management (CM) and other Lines of Business (xLOBs) to maximize the return from the assigned set of accounts
- Active up-selling of ACS Services into some existing accounts including 'cold calls' to untouched areas of the respective organizations

Qualifications for internet sales representative

- Must be familiar with Client Relationship Management (CRM) software
- Work Two-day shifts (9 AM to 5 PM) and two evening shifts (1 PM to 9 PM) per week and on Saturdays
- Previous experience with sales or Telemarketing
- Demonstrate a professional, enthusiastic, and friendly attitude with all

- Organized, multi-tasked, self-motivated with the ability to work effectively as part of a team or on individually-assigned tasks in a fast-paced, dynamic environment where superior time-management and prioritizing skills are essential and required
- Computer literate and ability to type