



Example of Rep, Inside Sales Job Description

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Our innovative and growing company is looking for a rep, inside sales. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for rep, inside sales

- Engage in other activities as appropriate that will help the team achieve its targets and more generally contribute to the overall success of the business
- Maximise productive time in face to face selling, phone/web interaction selling, and e-mail communication
- Travel to customers and other Company offices will be required
- Expedites / shipping
- QS negotiations exceeding quantities
- Special product development updates with reps
- Unsatisfactory factory responses capacity, q.s
- Maintaining regular contact with existing customers to keep them informed of new pricing structures, changes in service, credit account requirements and answer any questions they might have on quotes, product lines
- Meet or exceed operational goals other established performance metrics
- Support changeover activities by managing logistics, order entry and order fulfillment for East, West and Canada divisions

Qualifications for rep, inside sales

- Travel will be 20% of the time
- Bachelor's degree in Science or Business strongly preferred
- Proficient with MS Office – Excel skills a must
- 1-2 years sales experience strongly preferred
- Each skill has been assigned a requested proficiency level by hiring manager
- Ability to penetrate, acquire and transition opportunities