



# Example of Rep, Inside Sales Job Description

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Our growing company is looking to fill the role of rep, inside sales. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for rep, inside sales

- Ensure all orders are documented and processed properly in a timely manner
- Work closely with our operations teams – this is a job full of collaboration
- Generate new and existing business – you'll be busy making and taking lots of phone calls
- Call center atmosphere which involves setting appointments from generated leads
- Presentation and placement of promotional programs
- Management of product assortment, set placement and brand visibility
- New item presentations and placement
- Build account portfolio by prospecting to established, developmental new accounts and restore old accounts not currently being serviced
- Follow up with accounts in a timely manner regarding account needs, requests, credits
- Manages, processes and maintains accurate account requests, orders, credits and needs

## Qualifications for rep, inside sales

- Strong numeric skills, with the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages
- Ability to establish relationships with C-level executives and key project stakeholders

- Requires 2 - 4 years of proven track record of above quota achievement in Inside Sales environment
- Based sales to B2B is highly preferred