



## Example of Representative, Inside Sales Job Description

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Our company is searching for experienced candidates for the position of representative, inside sales. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for representative, inside sales

- Manage Oracle CRM to drive execution of sales strategy and provide reports as needed
- Input and/or update leads
- Identify and manage the renewal dates of regional based contracts and assist national contract administration
- Manage the supply of marketing materials, along with trade show activities and coordinate efforts with the marketing team and sales team
- Manage and coordinate Adler sponsored events
- Manage and coordinate pre qualifications Forms, RFP's and RFQ's
- Develops and maintains relationship with key vendors and suppliers to ensure coordination and exceptional service levels
- Assigns, monitors and sets objective for key accounts and Sales Representatives
- Build and maintain a regular cadence outbound campaigns
- Generate new qualified business leads and convert them to opportunities through prospecting (greenfield, customers, and existing sales pipeline)

### Qualifications for representative, inside sales

- Commission-based sales background, short-cycle sales (adding multiple products/services within current customers each day) preferred

- Experience in the semiconductor industry would be an advantage
- Strong knowledge in Microsoft Windows applications including Excel, Word, and PowerPoint
- Hours must be flexible to accommodate communication with European/overseas team members
- Willingness to travel occasionally within territory and elsewhere in Europe or to the USA for specific training