



# Example of Telesales Representative Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking for a telesales representative. 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 telesales representative

- Learns full line of CT services including features, benefits, pricing, intended use, value proposition and competitive position in order to effectively serve clients by attending and engaging fully in three to four week services training program for new hires
  - Learns and executes the sales process for CT products and services by staying fully informed of the prescribed sales process
  - Demand generation and creation for the CE GBU Primavera Products
  - Updates and maintains prospect database and opportunity funnel on a daily basis, assuring the managing of the prospect database is accurate and assuring customer orders are fulfilled
  - Cultivate ongoing purchasing relationships with pastors and ministry leaders
  - As an inside sales professional, you will communicate effectively with prospective business customers to successfully qualify and drive leads through the sales pipeline
  - Places a minimum of 50 outbound calls each day of which at least 30 'quality' calls
  - Interface with CS department to ensure that client contact and requests are aligned with each other
  - Receives customer orders, service requests and customer complaints by phone, fax, mail or e-mail and places the orders of what you sell
  - Consistently meets quarterly sales targets
-

- Very strong verbal and communication skills
- Minimum of two (2) years experience in sales, customer service, public speaking or a training role
- Proven ability to influence, persuades, and educates diverse groups of people at various levels of management
- Strong experience utilizing the internet, HTML, MS Word, Excel and PowerPoint
- Either studying for, or have achieved a Bachelor's Degree
- Must be able to pass a nationwide background screening