Example of Telesales Representative Job Description

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Our company is growing rapidly and is looking to fill the role of telesales representative. 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 telesales representative

- Manage Returned Products and Withdrawal of Products
- Follow ISO procedures regarding section 300 Sales Order Entry and Contract Review
- Promote and discuss all Company events with customers
- Ability to utilize Microsoft Office software, such as Word and Excel to obtain any pertinent information regarding customer request
- Ability to utilize the internet to obtain any pertinent information regarding customer request
- Work politely and professionally with all Steiner divisions, teams and branches
- Travel to customer site may be needed to ensure maximum sale is achieved
- Qualifying and producing quality leads for the Account Executives
- Improves CT market share within the territory by identifying organizations within assigned territory and unit thresholds using competitors as registered agents
- Achieving a high level of collaboration with Marketing and in-country Sales teams by developing and delivering against the joint strategy with the field representatives

Qualifications for telesales representative

- Excellent planning skills and good judgment
- Must be able to travel locally to customers

- 8 years of related experience with a secondary education in Marketing or a related field
- Strong analytical, sales channel and marketing skills
- Integrate with both inside sales representatives and field sales account managers to develop go-to-market and account strategies