



M A N U F A C T U R I N G C O M P A N Y

Position Description:

Title: Inside Sales Rep.

Date Issued: October 2018

Department: Sales

Supervises:

Reports to: Director of Sales

Outbound sales position will embrace a customer driven organization to achieve ongoing growth in building relationships, uncovering opportunities and increase sales.

You will be responsible for but not limited to the following:

- Deal directly with new and existing customers, on daily basis, through phone calls and/or emails in order to build sales and trusting relationships.
- Assertively seek and find new business opportunities with existing and new customers.
- Develop and execute creative ways to apply our products and services to the customers' needs.
- Use industry data to prospect new customers.
- Build and maintains sales opportunities pipeline.
- Keep records of customer interactions and transitions, using the CRM Program and other company documents.
- Maintain CRM on a regular basis.
- Provide quotes and well thought out options and ideas to meet the customer's needs.
- Effectively communicate and coordinate with internal departments to execute customer requests.
- Maintain current product and service knowledge while applying that knowledge when working with customers.
- Analyze and build action plans based on customer sales reports.
- Attend customer meetings and tradeshow as planned/needed.

To be successful in the role you must have:

- High school diploma, general education degree or equivalent
- Ability to apply consultative selling approach
- A growth mindset
- Strong interpersonal skills with the ability to influence positive change
- Effective communication skills - verbal and written
- Efficient problem analysis and problem-solving skills
- Time frame – when the ideas for new product are due, when the piloting program begins and ends
- Personal drive performance review based on goals and expectations.
- Knowledge of relevant computer skills
- Ability to travel quarterly