



POSITION DESCRIPTION

TITLE: Inside Sales Representative

DEPARTMENT: Sales

REPORTS TO: Sales Manager

JOB SUMMARY

- Responsible for generating sales appointments through telemarketing efforts for the sale/leasing of designated product lines, service and supplies to businesses.
- Work independently to ensure the highest level of customer satisfaction.

JOB QUALIFICATIONS

Education: Associate's Degree or equivalent combination of education and experience

Experience: Minimum 1-year sales or customer service experience

Skills: Self-Motivated, Capacity to Learn, Industry Experience a Plus

JOB DUTIES

The following job responsibilities are intended to reflect the major responsibilities of the job, but do not describe the minor duties or other responsibilities that may be assigned from time to time. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. Incumbent will be required to satisfactorily perform all essential functions of the job, with *reasonable* accommodation considerations for those individuals covered under the Americans With Disabilities Act (A.D.A.)

RESPONSIBILITIES

- Use gold standards when calling on new customers
- Achieve or exceed monthly sales appointment quota
- Maintain appointment activity levels as established by Sales Manager
- Schedule and effectively communicate equipment functionality to prospects
- Obtain and maintain knowledge of products, including competitive products
- Follow-up on leads from other sources promptly; minimum four-hour response time
- Maintain accurate records on all telemarketing efforts within Sherpa
- Actively participate in scheduled meetings, training events, demos, shows, etc.
- Develop skills and knowledge to advance to the next career level.

ESSENTIAL PHYSICAL-MENTAL FUNCTIONS AND ENVIRONMENTAL CONDITIONS

The physical-mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to sit for long periods of time, use hands to finger, handle or feel, talk and hear, stand, walk, reach with hands and arms, stoop, kneel, or crouch.
- Ability to properly lift and/or move 20 pounds or less. The highest point of any lift - overhead; the lowest point of any lift - the floor.
- Ability to effectively communicate with others, both orally and in writing.
- Ability to understand, relate to, and apply concepts on a continuous basis.
- Ability to remember multiple tasks and/or assignments over long periods of time continuously.

I understand the expectations set forth for the position and will abide by the requirements outlined above.

SIGNATURE & PRINT NAME

DATE