

# IT: Inside Sales Rep

## Summary

The Inside Sales Representative is responsible for selling IT services and customized software solutions. The Inside Sales Representative will reach predetermined business targets through excellent telephone sales and communications skills. This individual will create sales leads, initiate prospect calls, and establishment of ongoing rapport with potential customers.

## Job Duties

- Cold-call prospects
- Identify decision makers within targeted leads to begin sales process
- Penetrate all targeted accounts
- Collaborate with Business Development Manager to determine necessary strategic sales approaches
- Create and deliver qualified opportunities to Business Development Manager
- Maintain and expand the company's database of prospects
- Ensure follow-up by passing leads to Business Development Manager with calls-to-action, dates, complete profile information, sources
- Schedule sales presentations, proposal deliveries, and other sales actions.
- Assist in creating RFP responses to potential clients.
- Where necessary, support marketing efforts such as trade shows, exhibits, and other events.
- Handle inbound, unsolicited prospect calls and schedule first meetings
- Overcome objections of prospective customers.
- Coordinate customer training as necessary.
- Enter new customer data and update changes to existing accounts in the corporate database.
- Attend monthly company meeting

## Requirements

- University or college degree preferred.
- 2 years of direct work experience in a sales or telesales capacity.
- Demonstrated ability to schedule meetings over the phone.
- Solid experience in opportunity qualification, pre-call planning, call control, account development, and time management.
- Success in qualifying opportunities involving multiple key decision makers.
- Strong knowledge of sales principles, methods, practices, and techniques.
- Strong problem identification and objection resolution skills.
- Exceptional verbal communication and presentation skills.
- Excellent listening skills.
- Strong written communication skills.
- Self-motivated, with high energy and an engaging level of enthusiasm.
- Ability to work individually and as part of a team.
- High level of integrity and work ethic.
- Experience with customer relationship management software.
- Solid Work Experience/Currently Employed
- MS office skills a must -- Word, Excel, PowerPoint