

Job Title:	Incoming/Outgoing Sales Rep	Job Category:	Sales
Client:	TBD	Time to Fill	3-4 Weeks
Location: Home / Office	Home	Experience Required:	1 Year
Level/Salary Range:	\$8.90-\$10.90	Position Type:	Full-time

Job Description

Role and Responsibilities

The Incoming/Outgoing Sales Rep is responsible for reaching out to potential customers for the company, always focused on offering the best product/service in the portfolio according to customers' needs through a consultive sales approach. The main activities for this position are:

1. Communicate with potential customers via phone, email, and chat. Always keeping a positive, empathetic, and professional attitude toward customers
2. Provide knowledgeable answers to questions about the product/service, pricing, and availability
3. Work with internal departments to meet customer's needs
4. Prepare product or service presentations and proposals for customers
5. Provide appropriate solutions and alternatives to fulfill customers' needs
6. Perform data entry in CRM system
7. Place and follow-up on work orders
8. Follow communication procedures, guidelines, and policies
9. Provide feedback to management regarding the inbound/outbound sales process

Qualifications and Education Requirements

Associate's degree in Administration, service-related areas or experience at Sales roles 2+ years.

Preferred Skillset

Hard / Technical skills:

1. CRM Software
2. Data entry SW i.e. MS Office Suite
3. Task management SW
4. Prospective sales

Soft Skills

1. Results-driven
2. Customer-oriented
3. Assertive communication
4. Attention to detail