

This Inside Sales Representative job description template includes key Inside Sales Representative duties and responsibilities. You can post this template on [job](#) boards to attract prospect applicants.

Job Brief:

We are looking for a talented and competitive Inside Sales Representative that thrives in a quick sales cycle environment.

Responsibilities:

- Source new sales opportunities through inbound lead follow-up and outbound cold calls and emails
- Understand customer needs and requirements
- Route qualified opportunities to the appropriate sales executives for further development and closure
- Close sales and achieve quarterly quotas
- Research accounts, identify key players and generate interest
- Maintain and expand your database of prospects within your assigned territory
- Team with channel partners to build pipeline and close deals
- Perform effective online demos to prospects

Requirements:

- Proven inside sales experience
- Track record of over-achieving quota
- Strong phone presence and experience dialing dozens of calls per day
- Proficient with corporate productivity and web presentation tools
- Experience working with Salesforce.com or similar CRM
- Excellent verbal and written communications skills
- Strong listening and presentation skills

- Ability to multi-task, prioritize, and manage time effectively
- BA/BS degree or equivalent