

Inside Sales Rep

Supervisory Responsibilities: No direct supervisory responsibilities.

An Individual at this level needs to help the company boost our B2B sales. You need to be comfortable with outbound calling, connecting with customers to establish a relationship, and tracking current and potential leads. Our ideal candidate has an impressive track record of closing sales in an information technology environment and maintains excellent negotiation and communication skills. We prefer those who have a degree in a business-related field, but we are willing to consider applicants with extensive sales experience.

Responsibilities:

- Support outside sales team.
- Develop and follow up on leads.
- Maintain internal customer relationship management (CRM) tracker.
- Use negotiation skills to close deals.
- Answer phone calls from various customer military and DoD locations throughout the Pacific.
- Accurately respond to customer requirements within the stated time frames (requests for quotes, order processing, product information, order tracking details).
- Proactively build and maintain a strong working knowledge of assigned accounts, OEM products and services.
- Working knowledge of direct and indirect sources of supply and associated quote and order processes.
- Leverage product promotions and rebate incentives.
- Proactively provide detailed quote and order management reports to key stakeholders.

Essential duties of all professional team members:

- Follow regulations and professional ethics.
- Respond to existing client inquiries and requests within one business day or less.
- Adhere to engagement budget constraints and complete assigned tasks within the time requested.

- Strive to attain realization goals.
- Always conduct oneself in a professional manner.
- Follow firm procedures as outlined in the employee handbook.
- Always maintain confidentiality of the firm and its clients.
- Maintain regular attendance and punctuality.
- Maintain accurate and timely records of hours worked.
- All other duties as assigned by management.

Education and Experience: A minimum of a bachelor's degree in either business or finance or other related field or equivalent work experience within the IT industry. A minimum of two years sales and or sales support experience in the IT industry.

Skills:

- Proficient PC Skills (MS Office Suite)
- Ability to effectively utilize internal systems, tools and processes to meet strict deadlines
- Demonstrates leadership, communication and problem-solving skills
- Ability to adapt and learn processes and software required to complete tasks
- Ability to achieve quarterly and annual sales quotas
- Ability to travel as required meeting team and departmental goals (<25%)
- Ability to recognize an opportunity to upsell or attach services
- Strong communication and negotiation skills
- Excellent multitasking skills