

Job Description
Inside Sales Representative
Acro

Job Title: Inside Sales Representative

Department: Metal Stamping and Building Supplies

Reporting to: President

Job Summary:

The Inside Sales Representative will be responsible for creating new sales within both divisions of Acro. This includes creating and implementing a strategic plan for both divisions and working with Outside Sales Representatives to enhance future sales within each account.

Tasks and Responsibilities:

- Learn and master the company's products and operational procedures.
- Be able to articulate the benefits of products to prospective customers relative to prospects' needs persuasively via the phone.
- Learn competition to enhance your sales success.
- Assertively plan and execute your sales program in your territory.
- Act proactively to create opportunities for new business.
- Make warm and cold calls using both marketing-driven leads and contact lists to prospective and existing customers to create new sales and identify and pursue up-sell opportunities
- Meet or exceed assigned sales goals for both product lines.
- Leverage Outside Sales Representatives in identifying and building relationships with prospective and current accounts.
- Build relationships to provide repeat business.
- Work with the operations, customer service and Outside Sales Representatives as needed to ensure quality customer service and customer satisfaction.
- Maintain pipeline opportunities and log all activity in ACT contact management software.

Required Knowledge/Skills/Job Qualifications:

- Phone sales skills
- Aggressive, competitive and committed
- Highly motivated with a desire to be successful
- Effective time management skills
- Excellent communication skills, both written and oral
- Manage multiple relationships well
- Detail oriented and organized
- Excellent customer service skills
- Team player
- Knowledge of Microsoft Word, PowerPoint and Excel

Education and Formal Training:

- College degree required.
- One year of successful sales, preferably inside sales.