

JOB DESCRIPTION OF INSIDE SALES

Department	Sales
Title	Inside Sales Representative
Job codes	SAL-IS-01
Direct Managers	Inside Sales leader
Indirect managers	Sales Manager

Overview:

The Inside Sales Representative will play a fundamental role in achieving the company's customer acquisition and revenue growth objectives within the trading industry. The primary responsibility will be to generate and qualify leads through targeted outbound calling and email campaigns. The Inside Sales Representative will also respond to inbound inquiries, provide product information, and offer solutions to meet the needs of prospective clients.

Key Responsibilities:

1. Lead Generation and Qualification:

- Conduct outbound calls and emails to identify and qualify potential leads within the target market segments.
- Utilize sales techniques to engage prospects and gather relevant information to assess their buying potential.

2. Client Engagement:

- Respond to inbound inquiries and provide product information and support to potential clients.
- Maintain constant communication with prospects through follow-up emails, calls, and personalized outreach.

3. Sales Process Management:

- Utilize CRM systems, sales tools, and technology to track and manage leads, opportunities, and customer interactions.
- Document all sales activities and customer interactions to ensure accurate tracking and reporting.
- Making quotation, Orders

4. Product Knowledge and Expertise:

- Acquire knowledge of the company's products and services to effectively communicate their value proposition to potential clients.
- Stay updated on industry trends, market conditions, and competitor offerings to position the company's products effectively.

5. Collaboration and Coordination:

- Coordinate closely with internal teams, such as Finance, SCM, and technical support, to ensure customer satisfaction.
- Work closely with the sales and marketing teams to align strategies, share market insights, and contribute to the overall sales and marketing objectives.

- Assist in the development of sales materials, presentations, and other collateral to support the sales process.

6. Performance Metrics:

- Meet and exceed targeted sales quotas, activity metrics, and key performance indicators (KPIs) set by the sales management team.
- Provide regular reports on lead generation, qualification, and sales activities to track progress and performance.

Qualifications and Skills:

- Proven inside sales experience or relevant experience in a similar role.
- Strong communication skills, both verbal and written, with the ability to engage and build relationships with potential clients.
- Demonstrated ability to work effectively in a fast-paced, dynamic environment with a focus on achieving sales targets.
- Proficiency in using CRM software, sales automation tools, and MS Office Suite.
- A self-motivated, goal-oriented approach with excellent time management and organizational skills.
- Bachelor's degree in business administration, Marketing, or a related field is preferred.

Additional Requirements:

- This position may require occasional travel to client meetings, trade shows, or industry events.
- Other tasks assigned by Line-Manager.

Benefits:

- Competitive salary with performance-based bonuses and benefits package.
- Health benefits (Social Security and Private Healthcare) as per company policy.
- Opportunities for career growth and professional development within the organization.

How to Apply:

Interested candidates should submit their resume and a cover letter highlighting your relevant experience and achievements in inside sales to email.

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