



Title:

Inside Sales Representative

Reports to:

General Manager

Supports/Assists:

General Manager/Sales Manager

Sales & Office Coordinator

Operations Manager

Primary Responsibilities & Accountabilities: Secure new and repeat bulk shreds

- Source leads through directories, newspapers, tenders, trade associations, referrals, etc
- Actively make outbound calls to secure non-scheduled business
- Close new business from inbound calls from non-scheduled business
- Keep clear notes in prospect relationship management software system on each call
- Create and prepare quotes and tenders for new business.
- Maintain personal objectives, results to objectives and report on status daily
- Work closely with Operations and other sales efforts to coordinate efforts.
- Adhere to company policies, procedures and ISO policies.
- Adhere to pricing strategies with some discretionary pricing flexibility to work in competitive situations.
- Participate in weekly meetings and updates.

Secondary Responsibilities & Accountabilities:

- Assist in training of new Inside Sales Reps and other personnel
- Maintains up to date knowledge on document security and industry trends
- Assist in the SOC role where required

Qualifications:

- Prior experience with a fast paced organization
- Experience in a business to business environment
- Previous experience in teleprospecting or telemarketing an asset
- Good understanding of sales concepts
- Tenacity and ability to not take rejection personally
- Excellent verbal skills
- Good people skills
- Good time management and organizational skills
- Computer literacy
- Energetic, positive attitude

- Results oriented, self starter with a strong work ethic

Inside Sales Representative Objectives

Prospecting

- Make 100 dials per day
- Connect to 25 decision makers each day

Reporting

- Provide report to Manager every day
 - Dials made
 - List of all connected calls
 - Details on accounts closed
 - Notation of results to objective for day
 - Notation of results to objective week to date
 - Notation of results to objective month to date

Please send resume and cover letter summarizing your qualifications & salary expectations to GM at jim.erickson@proshred.com.

