



Inside Sales Representative Job Description

About us

We are a Rapidly Growing business in Fond du Lac, WI, serving South Eastern, South Central, and Fox Valley areas. We are professional, agile, customer-centric, and our goal is to Create a Legacy.

Our work environment includes:

- Modern office setting
- Growth opportunities

Job Description

We are looking for a highly motivated individual to join our team. The Inside Sales Representative will be responsible to supporting the Outside Sales team by developing new leads, communicating with customers, understanding their needs, and ensuring a smooth sales process.

Job Duties:

- Prospecting and calling potential clients to set appointments for our sales team to present our services and products to them.
- Presenting our company culture, products and services to new and existing customers.
- Responding to customer inquiries in a timely manner.
- Creating sales quotes for new customers using CRM software.
- Processing orders for new and existing customers using CRM software.
- Communicating with customers via phone, email, chat, etc. about our company services and products.
- Performing other duties as assigned by management.

Required Skills:

- Excellent communication skills, both verbal and written.
- Good organizational skills and ability to multitask simultaneously.

- Ability to prioritize.
- Self Directed on following up on issues and initiatives.
- Excellent phone and cold calling skills.
- Exceptional customer service skills.
- Proficiency in Microsoft Office, and typical CRM database.
- Ability to achieve goals.

Job Type: Full-time

Experience level:

- 1 year

Shift:

- Day shift

Weekly day range:

- Monday to Friday

Work setting:

- In-person
- Office

Ability to commute/relocate:

- Fond du Lac, WI 54937: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Customer service: 1 year (Preferred)

Work Location: In person