



gSource, LLC
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Job Description

Job Title: Inside Sales Representative
Job Summary: The ISR is responsible for increasing the quality and quantity of qualified leads for the sales force resulting in a stronger pipeline and increased revenue by fostering prospects and building relationships that lead to sales.
Wage Category: ISR I, II, III
Department: Sales
Reporting to: Sales Manager
FLSA Status: Non-exempt (Fair Labor Standards Act)

Responsibilities of essential functions include:

1. Set, achieve and surpass daily, weekly, monthly and annual sales quotas
2. Set, achieve and surpass quarterly and yearly number of new accounts
3. Cold-call prospective customers
4. Identify decision makers within targeted leads to begin sales process
5. Penetrate all targeted accounts and generate sales
6. Maintain and expand the company's database of prospects, accounts and customers
7. Follow-up with existing customers via phone and email
8. Handle inbound, unsolicited prospect calls and convert them into sales
9. Emphasize product/service features and benefits
10. Prepare quotes, sales orders and packing lists
11. Enter new customer data and update changes to existing accounts in databases

Responsibilities of non-essential functions include:

12. Assist Accounting, Customer Service and Repair Center
13. Support marketing efforts such as trade shows, promotions and discounted sales
14. Maintain commitment to Quality Goals and Quality Policy
15. Complete jobs and tasks as assigned

16. Working Schedule: 8:30 am to 5:15 pm with a 45 minute unpaid break

Employee: _____
Last Name First Name Initial

Nothing in this job description restricts management's right to assign or reassign responsibilities to this position at any time.

Signatures:

Employee mm / dd / yy

Manager/Supervisor mm / dd / yy