



gSource, LLC
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USA

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www.gSource.com

Job Description

Job Title: Inside Sales Representative – International
Job Summary: The ISR-I will expand the sales of gSource products worldwide by prospecting and cultivating new international customers, increasing the quality and quantity of qualified leads and building relationships resulting in a strong pipeline and increased sales revenue.
Wage Category: ISR-I I, II, III
Department: Sales
Reporting to: Customer Service Manager
FLSA Status: Non-exempt (Fair Labor Standards Act)

Responsibilities of essential functions include:

1. Identify and retain legitimate and appropriate international distributors/representatives/agents for gSource products
2. Identify decision makers within targeted leads to begin sales process
3. Cold call/email prospective international customers
4. Follow up on international trade show leads
5. Emphasize company's products, service features, and benefits
6. Handle inbound, unsolicited communications from international customers and convert to sales
7. Deliver requested product information
8. Understand international customer requirements for purchases and shipments
9. Prepare quotations, sales orders and packing slips
10. Increase sales to new and existing international customers by maintaining contact, soliciting and following up on quotes, and providing new product information
11. Enter new customer data and update changes to existing customer accounts in databases
12. Collaborate with Marketing to suggest appropriate product flyers, promotions, and discounts to increase sales
13. Meet regularly with gSource management to review and update sales initiatives
14. Achieve and surpass daily, weekly, monthly and annual sales quotas
15. Achieve and surpass quarterly and yearly number of new accounts

Responsibilities of non-essential functions include:

1. Assist Accounting, Customer Service and Repair Center
2. Support Marketing efforts such as trade shows, promotions and discounted sales
3. Maintain commitment to Quality Goals and Quality Policy
4. Complete jobs and tasks as assigned
5. 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