

JOB POSTING NOTICE

January 21, 2011

- JOB TITLE:** **Inside Sales Representative**
- DEPARTMENT:** Contract Sales
- HOURS:** 8:00 a.m. to 5:00 p.m.
- SUPERVISOR:** Tim Hall, VP of Contract Sales
- DESCRIPTION:** Solicits order for products or services over the telephone, calls prospective customer to explain types of services and/or products offered, quotes prices and tries to persuade customer to buy, develops lists of prospects from zero account list provided, introduces potential customer to our on-line ordering system and demonstrates how systems works, quotes prices and tries to persuade customer to buy, performs routine filing, clerical, typing and other related functions, etc.
- Computer (MS Excel, Outlook) and extensive calculator experience required. Must possess excellent interpersonal communication skills to deal with various personalities over the phone and be able to work independently and be well organized. Must be able to be persuasive, but yet able to deal well with rejection. Will be required to attend sales meetings as well as outside business related events such as Business after Hours (BAH).
- QUALIFICATIONS:** Associates Degree or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience