

Role Title: Inside Sales Executive

- ▶ The Inside Sales Executive is expected to coordinate proper company resources and formulate all activities in his/her area

Primary Responsibilities

- Make cold calls, prepare quotations and lead calls to prospective customers and maintain records of the same in the Telemarketing Report.
- New client's development and ensuring recurring business by constantly being in touch.
- Identifying prospective clients from various sectors
- Generating leads for new business by running promotional mailers, cold calling etc.
- Allocate appointments to Regional Sales team from calls made and leads identified
- Prepare quotes based on Inquiries logged and Product
- Talk to customers for feedback on SRS performance after product delivery.
- Develop Prospect Database for communications and mailers of future offers
- Co-ordinating with different back office departments for Order execution, on behalf of Sales person, in case he/she is not available.
- Ability to generate documents, presentations and reports for direct customer communication is required.

Role Requirements / Specifications

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| Knowledge & Skills | <ul style="list-style-type: none"> • Sound knowledge of IT segment • Excellent Communication Skills • Good excel skills • Willingness to learn about the industry • Demonstrate high energy • Ability to take initiatives |
| Educational Qualifications Work Experience | <ul style="list-style-type: none"> • UG- Any graduate/PG • 1+ years of work experience |