

Inside Sales Coordinator

CLIENT OVERVIEW

A professional services firm with highly skilled management consultants who provide a psychological perspective to help senior executives is seeking an Inside Sales Coordinator. This firm combines business acumen, expertise, and an understanding of leader analytics, to translate insights into practical and strategic solutions that accelerate the growth and performance of individuals, teams, and companies.

POSITION SUMMARY

The Inside Sales Coordinator will focus on customer acquisition. This position involves calling new potential clients, client business referrals, or web leads and is a part-time role that may be performed remotely. One must provide prospective customers/clients with all services offered, and additional presentations as needed. Additionally, the person in this role will work with the client to create solutions for their needs and consult through the sales process. One must be energetic, well-spoken, and eager to close sales and increase revenue to perform well in this role.

ESSENTIAL DUTIES

- Cold calling; making multiple outbound calls to potential clients
- Understanding client needs and offering solutions and support
- Researching potential leads from business directories, web searches, or digital resources
- Creating and maintaining a list/database of prospect clients
- Presenting and delivering information to potential clients
- Answering potential client questions and follow-up call questions
- Tracking weekly, monthly, and quarterly performance and sales metrics
- Building pipelines with channel partners and team members to close sales
- Maintaining database (e.g., Copper) of prospective client information

REQUIREMENTS

- BA is highly preferred
- 2+ years of strong sales experience
- Ability to work effectively remotely

Inside Sales Coordinator

- Knowledge of sales process from initiation to close
- Comfortable making cold calls and talking to new people
- Excellent verbal and written communication skills; the ability to call, connect and interact with potential customers
- Persuasive and goal-oriented
- Possesses an energetic, outgoing, and friendly demeanor
- Self-motivated and self-directed
- Able to multitask, prioritize, and manage time efficiently
- Tenacity to handle rejection and continue on with a positive attitude when reaching next potential client