



## **Job Title: Inside Sales Representative**

**Department: Sales**

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### **Job Description Summary**

JMF Inside Sales Representative must be committed to exceeding sales and gross margin objectives. Success will come from a self-directed territory strategy, utilizing assigned outside sales representatives, target accounts and pricing authority.

### **Reporting Relationships**

JMF Inside Sales Representative will report directly to the V. P. of Sales and Marketing.

### **Requirements**

#### Education

Required: High School Education or GED

Preferred: College Degree or specialized training

#### Licensing/Registration/Certification

Required: Not Required

Preferred: Not Required

#### Experience

Required: 3 years proven sales

Preferred: 5 years proven sales

#### Skills, Knowledge, and Abilities

Strong interpersonal skills. Team player. Articulate. Positive attitude. Able to understand and execute computer operation skills (keyboard). Industry and product line knowledge. Ability to deal with customers and develop solutions. Understand and support JMF pricing and margin philosophy and goals.

#### Physical

Sitting, typing, verbal communication

#### Mental

Mathematical: calculate multipliers and gross margins

Language: Effective verbal and written communication

Mechanical: Rapid Data entry skills

Spatial: 20/40 vision or better

### **Working Conditions**

General office conditions

**Essential Functions**

The primary duties of the Inside Sales Representative are to be accountable for profit performance within an assigned territory or market niche. Grow territories to obtain established JMF goals, increase market share, and effectiveness of Outside Sales Representatives. Obtain customer loyalty, higher sales with each customer, and sell entire product package.

**Authorities and Responsibilities**

Inside Sales Representatives have full pricing and decision authority with prescribed limitations. Limitations pertain to “deep discounts” and custom quoting which requires review and authorization from the appropriate manager or in his absence from one of the other managers.

Inside Sales personnel are responsible for sales growth and acceptable margins while using good judgement when exercising pricing authority. Encourage, motivate, and give direction to all outside sales representatives for maximum results. An ISR must follow established procedures, respond promptly to all requests from customers and management, and become a student of the industry. He/she is responsible for effective time management. An Inside Sales person must be creative and develop successful personal sales strategies, including individual target account and Outside Sales Representative strategies.

**Primary Duties and Tasks**

- Meet and exceed sales and gross profit objectives
- Add new accounts. (Prospecting)
- Identify and manage 25 “Target Accounts” per assigned territories
- Demonstrate ability to tactfully handle difficult situations and objections and find acceptable solutions
- Develop effective follow up to close sales