

Job Description

Job Title	Inside Sales Representative
Department	Sales & Marketing
Reports To	VP Sales & Marketing
Location	Cincinnati, OH
Effective Date	

SUMMARY: This position drives interest, creates a pipeline of sales opportunities, follows up on leads, and generates revenue through direct calls, working with regional managers and distributor partners.

DUTIES AND RESPONSIBILITIES:

- Source new sales opportunities with existing and new customers through targeted cold calling or from other sources and develop commercial leads for follow up by the outside sales team
- Understand customer needs and requirements and propose appropriate solutions
- Research accounts, identify key contacts, decision makers, influencers and generate interest
- Gain and retain extensive product knowledge as well as detailed comprehension of customers' requirements
- Staying informed about competing products and services
- Maintain a database of any competitor and supplier of OR Tables, accessories and disposables
- Supply customers and commercial partners with product information and literature
- Document interactions in our CRM or another database tools
- Prepare reports, analysis, statistics, and correspondence as needed to support management and the sales and marketing efforts
- Performs other related duties as assigned

QUALIFICATIONS:

- Associate's degree (A.A.) or equivalent
- One to three years related experience or equivalent
- Excellent phone skills, customer service skills and resilience
- Commitment to excellence and high standards
- Excellent written and verbal communication skills, including presentation skills
- Good judgement with the ability to make timely and sound decisions
- Ability to work with all levels of management, customers, and business partners
- Strong organizational skills; able to manage priorities and workflow
- Strong skills with ERP and CRM systems, MS Office and other IT solutions

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Ability to sit for extended periods of time
 - Ability to occasionally lift up to 10 pounds
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I acknowledge to have read the job description:

Employee Name: _____

Employee Signature: _____

Date: _____