



Sales Representative Job Listing

Summary/Objective:

WISE Advise + Assist Team, a virtual business strategy and outsourcing company, is seeking a driven Sales Representative to build our client base. The Sales Representative very often has the first (and therefore the most important) opportunity to make a positive impression on a potential client; therefore responsible for starting an experience that will set the stage for driving all sales activities from lead generation through close. Sales Reps work autonomously to achieve customer satisfaction, revenue and profit generation, and long-term account goals in line with company vision and values.

Essential Functions:

- Create a great first impression to our prospects and clients by providing them outstanding customer service
- Answer customers' questions on services and provide solutions/recommendations by having a strong understanding WISE Advise + Assist Teams client offerings
- Develop and execute a cold calling strategy to target prospects. Must be comfortable developing your own client list and leads.
- Methodically research, prospect and do outreach to targeted accounts and speak about the company's services via phone and email to create sales ready opportunities
- Maintain active engagement with new and existing leads through creative follow-up communications designed to increase customer interest our services
- Meet deadlines, establish an appropriate priority level of assigned tasks, and get the job done in a timely manner.
- Create reports from contracts/deals, customer information, and purchasing trends into our CRM; must be able to present reports to leadership team.
- Collaborate with marketing team to support successful campaigns
- Assist with miscellaneous projects and duties to support team members and grow our business

Compensation:

- Sales commissions + Bonus + Base Hourly Rate
- Continuing education, growth and advancement opportunities available

Professional Skills:

- Proven track record building a pipeline and delivering on sales targets
- Positive and energetic phone presence, excellent listening skills
- Excel with outbound strategies, such as cold calling and lead generation.
- Ability to be sensitive to the customer's needs to develop warm customer relationships



- Strong analytical thinker and problem solver
- Outstanding attention to detail with superior time management skills
- Tech-Savvy; enjoys learning and mastering new softwares
- Team oriented; working with multidisciplinary teams in a collaborate environment

Required Technical Skills:

- Expert knowledge of HubSpot or other CRM web-based tracking systems
- Working knowledge of enterprise tools (JIRA, MS Project, Teamwork, Asana, Slack)
- Advanced knowledge of Microsoft Office (Word, PowerPoint, and Excel)
- Expert with Google Suite Apps, cloud services
- Strong Internet connection is required, along with experience using communication tools like Zoom to communicate with clients
- Access to a designated private workspace or home office is required

Education and Experience:

- Associates or Bachelor degree in business, marketing, communications or behavioral sciences
- 2 + years of previous sales, marketing, or customer service experience
- History of achieving and exceeding quota expectations
- Experience initiating and developing your own lead lists

Additional Information

Supervisory Responsibility: This position has supervisory responsibilities.

Work Environment: This job operates in a virtual, office setting. This position is primarily sedentary in a climate controlled office with little exposure to environmental hazards.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is largely a sedentary role. The employee is frequently required to use computer for long periods of time.

Position Type and Expected Hours of Work: This is a hourly, contract position. Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

Other Duties: Please note this job listing is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the contractor for this job. Duties, responsibilities and activities may change at any time with or without notice.