

ADVANCED

BUSINESS EQUIPMENT

Are you an Account Achievement Visionary?

Advanced Business Equipment is currently seeking the right individual to fill an immediate need for an **Inside Sales Representative**.

If you have a passion for providing great customer service coupled with an interest in contributing directly to the bottom line of an organization, this is the position for you!

The inside sales representative will work to develop long-term relationships with prospects and clients to arrange appointments for our Sales Account Executives. This position requires someone who can learn and develop a thorough understanding of the specifics of our CRM in order to properly communicate our services to prospective and current clients. In this position you will work hand-in-hand with Outside Sales Executives by performing the administrative functions that ensure our customer's needs are being met.

Key Responsibilities

- Outbound calls to generate new sales opportunities
- Maintaining and developing relationships with existing customers via phone calls and emails
- Recording sales information
- Reviewing your own sales performance, aiming to meet or exceed targets
- Other duties as directed by the Operations Manager or Sales Manager
- Identify and develop new opportunities
- Support the Outside Sales team by ensuring the delivery of personalized customer service
- Updating customer contracts, coordinate deliveries with the warehouse, and answer sales calls for general information

Education and Experience

- 1 – 3 years of sales, tele-sales or customer service experience preferred
- Knowledge of sales techniques and strategies
- Experience making both cold and warm outbound calls
- Ability to communicate effectively with C-Level executives, office managers, and decision makers
- Proficient with Microsoft Office and CRM databases
- Able to work independently with minimal supervision

Advanced Business Equipment, Inc. is the largest office equipment sales and service provider in Western North Carolina delivering cutting edge office equipment, managed IT and print services, and software.

Please send your resume to careers@abecarolina.com

abecarolina.com

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