1. **Job Identification**

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| Job Title / Designation | Tele Sales Representative. |
| Requesting Department | Sales |
| Work Location | Noida |

2**. Position Requirements**

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| Qualification Details | Diploma | Nil | Graduation | BA/BBA/B.Tech |
| Post-Graduation | Nil | Other Skills | Technical Degree will get a Preference. |
| Experience Requirement | No. of Years | 1-5 years |
| Job Summery | The Tele sales Representative is responsible for generating leads, qualifying prospects, and selling products or services over the phone. The Tele sales Representative will be accountable for meeting sales quotas, and maintaining accurate records of customer interactions & feedback. |
| Job Responsibilities | * Generate leads and cold call potential customers to generate new business.
* Follow up on warm leads and inbound inquiries to provide information about products or services and close sales.
* Qualify leads by identifying customer needs and interests and matching them with appropriate products or services.
* Meet and exceed sales quotas and goals on a monthly, quarterly, and annual basis.
* Build and maintain relationships with customers through effective communication and excellent customer service.
* Maintain accurate records of customer interactions and sales activity in CRM systems.
* Collaborate with cross-functional teams to ensure customer satisfaction and the successful delivery of products or services.
* Continuously improve sales techniques and product knowledge to increase sales effectiveness.
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| Skills/Competencies | * Experience as a tele sales representative or in a similar sales role.
* Excellent communication and interpersonal skills, including active listening and effective questioning.
* Ability to work independently and in a team environment.
* Ability to work in a fast-paced environment and meet sales targets.
* Ability to maintain a positive and professional demeanor when interacting with customers.
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