



Organization: Perfect Timing, Inc.

Job Title: Inside Sales Representative

Reports to: National Accounts Manager

Date Posted: 8/18/2011

Job Type: Full time regular

Job Location: Waukesha, Wisconsin

**Company Profile** Perfect Timing is a leading supplier of high-quality calendars, stationery, specialty gifts and back-to-school products in North America and abroad. With three distinct brands, as well as proprietary relationships and licensing agreements with world-renowned artists, leading sports organizations, and other high profile licensors, we can deliver innovative and exclusive products for every age, interest and taste. The company's brands are individually known for their creativity and innovation while offering superior design and quality. To learn more about Perfect Timing please visit our website at [www.perfecttimingbrands.com](http://www.perfecttimingbrands.com) .

### **Responsibilities**

The Inside Sales Representative (ISR) is responsible for generating new sales, developing accounts and, the introduction new corporate products. The ISR will accomplish this through outbound calls from a client list of established accounts, new accounts and will research new leads. This will include generating orders, quotations, and communicate inventory availability. Additionally, the ISR will accurately develop the customer database and coordinate between Customer Service and Order Fulfillment departments for their assigned accounts.

Functions will include but not be limited to:

- Will make outbound sales calls off leads, former accounts, develop new accounts , develop sales leads
- Emphasize service or product features and benefits, provide credit terms, quote prices
- Identify decision makers for accounts, develop account profiles, and generate sales for standard products, new products, sale, and promotional items
- Captures accurate and complete information in Customer Relationship Management (CRM) system.
- Handles cancellations or changes in sales order and communicating the changes with the related departments
- Ensures the delivery commitment is met
- Participates in training sessions and skill building as required
- Attends sales, marketing trend, brand updates as needed to maintain current knowledge of product knowledge, brand strategy and expectations with approaching customers.
- Attends industry events to develop industry expertise and to build network
- Performs other duties and responsibilities as requested or required

### **Required Skills & Experience**

- Minimum 2 years Business to Business Inside Sales
- Minimum High School Diploma, Bachelors strongly preferred.
- Able to work in fast-paced, self-directed entrepreneurial environment
- Exceptional verbal and written communication skills
- Highly proficient level computer skills including Ms Word, Excel and Outlook.
- Excellent phone presentation skills
- Proficient in CRM software solutions.
- Highly energetic, self starter, strong attention to detail and highly organized.
- Excellent time management skills.
- Problem resolution and creative thinking skills
- Able to multi-task the activities with shifting priorities.
- High integrity, assertive and systematic.

Perfect Timing, Inc. is an Equal Opportunity Employers and complies with all applicable employment laws.

Thank you for your interest in Perfect Timing, Inc. To apply now please send your cover letter and resume to [careers@perfecttimingbrands.com](mailto:careers@perfecttimingbrands.com) .