	Department	200 Sales
	Job Title	Inside Sales Representative
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**SPECIAL CONDITIONS OF EMPLOYMENT (Licenses, certificates, credentials, altered work schedules, furloughs, travel, etc.)**

Knowledge, Skills, Abilities, and Experience:


- Experience in the healthcare field. Familiar with field's concepts, practices, and procedures.
- Minimum of 2 years in sales
- Self-directed; problem-solving capabilities; requiring minimal management
- Ability to interact in an enthusiastic, positive manner with prospects, customers, contractors, co-workers and supervisors at all times.
- Ability to work in a fast-paced environment with minimal supervision
- Excellent written and oral communication skills; ability to communicate successfully across a wide variety of communication styles.
- Ability to organize, manage and prioritize multiple tasks and meet specified goals.
- Proficient in email, contact management software, and basic technology and vernacular.
- Ability to maintain confidentiality and comply with HIPAA regulations.
- Experience with Microsoft Office Suite

**ESSENTIAL DUTIES OF THE JOB**

PERCENT OF TIME	FREQUENCY	ESSENTIAL DUTIES* (List in order of importance)
70	Daily	Inside Sales Representative Develops new prospects and interacts with existing customers primarily by phone to increase sales of organization's products and/or services. Provides support to customers over the phone.
20	Daily	Inside Technical Sales Develops, solicits and closes new accounts, generates sales quotations, and handles customer inquiries. Must have the ability to sell using the internet (GoTo Meeting) and through telephone conference calls.
10	Daily	Sales Analyst I Prepares sales forecasts and collects and analyzes data to evaluate current sales goals. Assists in the development of sales quotas and forecasts for the sales team. Recommends changes to current sales techniques, procedures or promotional efforts based on market research and new trends.

**NON-ESSENTIAL DUTIES OF THE JOB**

PERCENT OF TIME	FREQUENCY (d,w,m,q,y)	NON-ESSENTIAL DUTIES
		None

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**REQUIREMENTS:**

"F" for frequently; "O" for occasionally; "N" for not at all.

PHYSICAL		Must carry/lift loads of:		ENVIRONMENTAL
On the job the employee must:		X	Light (up to 25lbs.)	On the job the employee:
X	Bend		Moderate (25-50lbs.)	Is exposed to excessive noise
X	Sit		Heavy (over 50lbs.)	Is around moving machinery
X	Kneel/Squat			Is exposed to marked changes in temperature and/or humidity
X	Stand	MENTAL		
X	Walk		On the job the employee must be able to:	Is exposed to dust, fumes, gases, radiation, microwave (circle)
	Crawl			
X	Climb Stairs, Steps	X	Read/comprehend	
X	Push/Pull	X	Write	X Drives motorized equipment Works in confined quarters and is subjected to typical office noise
X	Handle objects (manual dexterity)	X	Perform calculations	
		X	Communicate orally	
X	Reach above shoulder level	X	Reason and analyze	
X	Use fine finger movements			
	Other:		Other	Other