

Inside Sales Assistant

Job Description

The ideal candidate will be responsible for supporting our executive team. Forthright's Inside Sales assistant is responsible for facilitating the company's sales efforts and marketing strategies for the purpose of follow-up calls, setting appointments, coordinating meetings, processing quotes, and orders for Forthright's sales team. This includes working directly with the sales team, marketing manager any other internal or external party required to assist the sales team.

Critical to the role is:

- The ability to work independently and proactively.
- Excellent communication and organizational skills.
- The understanding that it will entail many duties all geared towards the facilitation of the sales and presales processed.
- An integral sense of commitment that yields a high level of dependability on the individual's behalf.
- A deep understanding of vendor relationship management, deal registration procedures, renewal processes, vendor quoting, and Client facing quoting and proposal generation.

Principal responsibilities include:

- Facilitating the planning and follow-up of meetings & events.
- Providing inside sales support to the sales staff by calling down on prospects, following up with attendees of events, calling on companies that show interest in products or services, and setting appointments for outside sales.
- Handling incoming sales calls by either direct assistance or setting up a call with a sales team member.
- Updating and adding opportunities in Forthright's CRM system as directed by sales staff or inbound sales calls.
- Working with select vendors on events, leads, registrations, incentives, call downs, quotes, and proposals.
- Product and solution research - Reaching out to vendor resources to validate solution or required capabilities as described by the sales team or client.
- Booking and coordinating appointments for clients and vendors to meet with sales reps at the request of any party.
- Assist in creating sales material for sales preparations.
- Coordinate shipping and delivery updates.
- Handle customer inquiries and issues.

Compensation:

Compensation includes a base salary with additional compensation for achieved inside sales targets such as net new appointments set, and a commission on revenues generated. Pay structure will be commensurate to experience in the IT field and with a consultative type of sales process.

Requirements:

- Exceptional communication (written and oral) and interpersonal skills
- 3+ years B2B marketing or Sales experience in the IT field
- Self-starter with strong attention to detail
- Advanced sales and marketing skills including account planning and pipeline management
- Strong organizational, multi-tasking, time-management, and analytical skills
- Highly responsive - Responding to our client's needs is our priority, the core job is to act as an accelerator for our outside Sales team to execute faster.
- Mindset which is customer-service oriented