

Telemarketer

Job Duties:

The Telemarketer is to utilize our Contact Management System (CMS) to call on and develop leads with appointments set for Sales Reps. The Public Sales Manager will be there to direct senior and will set production quotas daily for calls made, contacts, and appointments set.

All activities/contacts made with any prospect or customer is to be fully logged in CMS for future reference. The Telemarketer is to get fully trained on the uses of CMS prior to beginning to make calls. It is VITAL that any and all information regarding contacts made are entered into CMS for tracking purposes as well as keeping our contact system as current an up-to-date as possible. Any improper use of or negligence in entering information into CMS by the Telemarketer can be cause for correction and/or disciplinary action being taken.

Production:

The Valuable Final Product of the telemarketer is:

- New customer sales leads generated and closed

The statistics measuring this are as follows:

- Calls out to prospects
- Decision maker contacts made
- Hot lead appointments set
- Sales \$ closed from Hot Leads produced