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**Document:** Inside Sales Representative Job Description

**Role:** Inside Sales Representative at Hexavera (100% commission)

**Part time/Full time:** Part time

**Location:** Work from home with the ability to travel to client sites in Northern Virginia area

**Overview:**

Hexavera is a value added reseller (VAR) that is located in the heart of Northern Virginia and lead by industry experts with years of experience in the field. We have created strategic partnerships with emerging market technology companies in the cybersecurity space. Our mission is to deliver customized solutions to our clients that will fill the gaps in their current and future digital landscape. Our ability to sell customized solutions that reduce our clients exposure to cybersecurity threats sets us apart from our competition. There is no solution that we cannot sell, as long as it is right for our clients.

*This position is 100% commission based and has uncapped potential. The world is your oyster my friend.*

**Responsibilities:**

Inside sales representatives work with customers to find what they want, create solutions, and ensure a smooth sales process. Sales representatives might work to find new sales leads through business directories, client referrals, etc. Inside sales reps are friendly, well-spoken and ready to close the deal.

* Source new sales opportunities through inbound lead follow-up and outbound cold calls and emails
* Understand customer needs and requirements
* Route qualified opportunities to the appropriate sales executives for further development and closure
* Close sales and achieve quarterly quotas
* Research accounts, identify key players, and generate interest
* Maintain and expand your database of prospects within your assigned territory using our CRM
* Team with channel partners to build pipeline and close deals
* Perform effective online demos to prospects when necessary

**Qualifications:**

Basic:

* High school diploma or GED
* Customer Service Skills: The customer is always right. Inside sales reps will need to be able to speak in a friendly way to customers and potential customers, listening to their needs and helping communicate options for them.
* Communication Skills: Inside sales reps speak to customers about a product's different features, and answer any questions they might have.
* Flexibility: Inside sales reps might have to work long hours, nights or weekends.
* Persistence: Not every customer is going to be a sale. Being able to bounce back if you lose a sale will be key for this job.

Preferred:

* Bachelor’s degree
* 1+ years of sales experience
* Experience using Hubspot or any other like CRM

*Hexavera provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*