Sales Development Specialist – Absolute Group of Companies

Position Overview

This position is the foundation of sales efforts at the Absolute Group of Companies. The Sales Development Specialist role is an entry level inside position dedicated to supporting sales efforts at the Absolute Group of Companies, with an emphasis on generating new business. Team members will focus on opportunity discovery and setting up meetings. New team members will have the opportunity to work closely with Business Unit Managers, Vice President of Sales, and Regional Sales Managers across multiple product lines to establish targets and goals. Success within the Sales Development Specialist role paves the way to future sales career opportunities within the organization.

Essential Functions
- Focus on outbound activity, calls and emails, setting appointments for outside sales team
- Submit client requests for price quotes
- Follow up on current and expired quotes given to prospects and customers
- Maintain customer database (Salesforce)

Required Experience and Education
- Previous customer service experience in a sales environment
- Intermediate computer skills (Microsoft Office Suite), especially Excel
- Experience with Salesforce is very helpful
- Associates Degree or higher

Competencies
- Strong commitment to the success of the Absolute Group of Companies
- Ability to work independently, as sales representatives and sales manager travel frequently
- Ability to build effective relationships with a wide range of people, both internally and externally
- Accountability
- Self-motivated/self-directed
- Problem solving/analytical
- Resilience/adaptability
- Flexibility
- Time management and organizational skills
- Professional written and verbal communications skills
- Attention to detail

Classification
This is a full-time exempt position

Working Conditions
Working conditions are normal for an office environment.

Location
Position is on-site 100% at Worcester, MA headquarters