



# Inside Sales

## Job Description

Capitol Documents Solutions is seeking Inside Sales Representatives who will be responsible for making initial contact with potential customers and setting appointments. This position entails making outbound calls to local businesses in the metro D.C. area. You will be making inquiries about how each customer handles their office equipment needs and attempting to set appointments in order for our outside sales team to go out and meet with each potential customer. *It is not your responsibility to sell the account.* Setting the initial appointment is your only responsibility.

The position offers 30 hours per week and calling shifts are scheduled as 6 hour shifts from 10 a.m. to 4 p.m., Monday thru Friday. We offer an attractive hourly salary, a pay per appointment plan and the opportunity to earn commission on all closed sales.

### Primary Responsibilities include:

- Making a minimum of 75 cold calls per day
- Facilitating 5 successful appointments per week
- Working with Sales Managers
- Making follow up calls to previously called prospects in order to develop future opportunities

### Requirements include:

- Strong oral and written communication skills
- Experience in business to business telephone sales
- A general knowledge of computers is a plus

### Important Notes:

- Capitol Document Solutions is an equal opportunity employer
- Hiring Organization: Capitol Document Solutions
- Location: Rockville, MD