**Sales Manager Job Description**

P**RIMARY RESPONSIBILITIES**  
• Support inside and outside sales, marketing, and client services activities.   
  
**REPORTING TO**  
• Companies Director  
  
**SPECIFIC RESPONSIBILITIES**  
  
**Specific to new clients**  
• Research new business leads through a variety of methods including internet searches, directory/membership listings, and outreach via telephone and mass communication such as email and social media to identify potential clients within our target markets.   
• Follow up to pre-qualify leads for end to end closure.   
• Maintain organized records of leads, qualified leads, and sales targets, transferring information to CRM as required.   
• This position will be required to generate a pre-defined quota of sales qualified leads (SQL). Targets will be set quarterly with Companies Managment.

• Cold call as appropriate within your market or geographic area to ensure a robust pipeline of opportunities.

• Meet potential clients by growing, maintaining, and leveraging your network.

• Identify potential clients, and the decision makers within the client organization.

• Research and build relationships with new clients.

• Accent neutralization for international market would be a plus.  
Specific to current clients   
• Work with technical team to identify targets for increased/new business within current client accounts.   
• Proactively initiate sales with current clients..   
  
S**pecific to Client Services**  
• Communicate with clients, answering or routing questions as appropriate and liaison between client and technical staff.   
• Train and convert clients to usage of website/projects for results and information.   
• Inform management staff of all customer concerns.   
  
**Specific to Marketing**  
• Support marketing efforts such as digital marketing,branding, exhibits, and other events. This could include organizing client meetings, preparing materials, making reservations, and coordinating attendance/sponsorship.   
• Development of sales and marketing materials including fliers, brochures, press releases and email blasts.   
  
**General duties**  
• Build and cultivate prospect relationships by initiating communications and conducting follow-up in order to help move opportunities through the sales pipeline.   
• Conduct post sale follow up calls with new customers and conduct regular customer review calls on a timely basis.   
• Work with sales team and other sales personnel to develop and grow the sales pipeline to help consistently meet revenue growth goals.   
• Manage data for new and prospective clients ensuring all communications are logged, information is accurate and documents are attached.   
• Assist with the preparation of sales quotes, pipeline reports and dashboards.   
• Maintain and expand the company’s database of prospects.   
• Ensure follow-up by passing leads to appropriate team members with calls-to-action, dates, complete profile information, sources, etc.   
• Represent Rebelute in a positive and professional manner.   
• Ensure quality and confidentiality of client and company information and take an active role in updating Quality System.   
• Assist in other areas of the company as needed.   
• Promoting responsibility, good work habits, a positive work environment and improve customer service.   
• At all times, comply with Rebelute's Code of Integrity and Professional Conduct.

**Desired Candidate Profile:**

* **Should have minimum 6 months to 4 years of Sale and Marketing experience & Knowledge of the US/Canada markets.**
* Excellent lead qualification and lead generation skills to discover opportunities for **sales** follow up.
* Must have Excellent English communication skills (verbal and written) and evangelizing skills with an entrepreneurial spirit to drive results.
* Must have excellent telephone presence with demonstrated skills including the ability to engage in meaningful conversations with and to make remote presentations to all levels of management and technical professionals.
* **Candidate Exposed to US Sales OR US outbound process should only apply.**
* Looking for individuals with good persuasive skills and who have passion for **Sales**.
* Accent neutralization for **international** market would be a plus.
* Must be a self-starter, Target Oriented and self-motivated individual who works well under pressure.
* Understanding of Web Technologies, SEO, Internet Marketing or Digital Marketing, offshore software services model will be a plus.