1. Qualified incoming team marketing and sales leads to assist with prospecting new contacts.
2. Tracked, measured and reported on trends for sales team analysis and decision making.
3. Managed customer expectations through strategic communications and helped each navigate sales processes.
4. Helped organize sales events and meetings, including preparing materials and setting up spaces.
5. Shadowed sales professionals to gain deeper insight into best practices and strategies for maximizing sales revenue.
6. Organized company files and created support system to decrease workload and increase productivity of account managers.
7. Demonstrated products to customers, answered questions and redirected objectives to positive features.
8. Supported sales team with administrative assistance such as coordinating paperwork and responding to basic inquiries.
9. Prepared and delivered presentations to [Type] customers to highlight offerings and secure new business.
10. Developed and implemented comprehensive salesperson training program.
11. Developed referral-based sales opportunities by keeping in contact with existing customer base.
12. Tracked leads in [Software], maintaining robust database of contacts and sales activities.
13. Identified [Number]+ new sales opportunities each week and leveraged knowledge of company goals and strategies to offer insight into viability of potential connections.
14. Contacted customers to immediately find resolutions for escalated issues, including [Type] issues.
15. Completed as many as [Number] outbound calls each day to warm and cold leads.
16. Increased profits through providing excellent customer service, following established guidelines and auditing sales reports.
17. Maximized [Type] sales by updating procedures for [Task] and increasing productivity.
18. Maintained up-to-date knowledge of competitor products and pricing in market served.
19. Held weekly meetings with [Job title]s to identify techniques to overcome sales obstacles.
20. Increased sales by [Number] through effectively training employees, closely monitoring regional and local markets and managing inventories.