



A Xerox Company

# Inside Sales Representative at Michigan Office Solutions, a Xerox Company

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## Job Description

This is a full-time inside sales opportunity responsible for prospecting and identifying opportunities to acquire additional business from an existing customer base.

### ESSENTIAL RESPONSIBILITIES

- Teleprospect and identify opportunities to acquire additional business from existing customer base
- Cold call key decision makers to set appointments for the Managed Print Services Team
- Demonstrate a strong understanding and promote the value of the MOS Managed Print Services Solutions (MOS 360)
- Sustain activity levels; dials, appointments set and database updates
- Gather data and actively listen to existing clients by using consultative methods to fully understand their business, uncover their problems and identify impact areas
- Complete associated paperwork following each customer contact in a timely, accurate and legible manner to ensure all details of the transaction are completed according to approved and standardized procedures
- Report daily activity, including contact information, appointments set, follow-ups, etc.
- Other duties as assigned

### QUALIFICATIONS

- BS/BA degree in business or other related field
- Previous cold calling / telemarketing / sales experience or internship preferred
- Excellent communication (oral and written and presentation skills)
- Proficiency using MS Office, e.g., PowerPoint, Excel and Word and the internet for research
- Personal drive and internal motivation toward high achievement
- Ability to work collaboratively and effectively in a team-oriented environment
- Ability to influence, negotiate and gain commitment at all organizational levels
- Demonstrated flexibility and adaptability; willingness to take risks and try new approaches

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[www.mos-xerox.com](http://www.mos-xerox.com)