Telemarketing JD

Role Clarity: Telemarketing Executive

Job brief

- We are looking for an enthusiastic **Telemarketer** to generate sales either by cold calling or answering requests in a fast-paced environment.

- You will be responsible for influencing potential customers to buy services by fixing meeting appointments.

- A successful telemarketer must be friendly and persuasive. You must be able to understand the customer's requirements in a short time and present solutions that meet their needs.

- The ideal candidate will also be patient and cool-tempered to deal with aggressiveness and complaints.

- The goal is to promote business growth by expanding the company's clientele.

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Role	Tele Marketing Executive
Role Definition	Tele Marketing Executive is one who is responsible for setting up meetings with Corporate HR and Marketing Managers for the Sales team to convert into projects for DC Events.
Responsibility Deliverable	1. Data Sourcing and Management 2. Tele calls to generate meetings 3. Develop selling skills and business knowledge to grow into a Business Development executive
Tasks & Activities	**Data Sourcing and Management** • Sourcing accurate contact details from online sources like LinkedIn, Fundoodata, Google search of the decision makers of the company and in case if not able to identify, report the same to Internal team. • Maintaining the database on the internal templates of the organization **Tele-Calling** • Spending 5 hours per day on calling up the decision makers of the target customer to get meetings for the sales team • Go the "extra mile" to meet sales quota and facilitate future sales • Keep records of calls and sales and record useful information **Meeting Co-ordination** • Write emails professionally to share company profile or any information the prospective client seeks about the company • Being the communication bridge between the prospective client and the Business Development team to ensure meeting details accuracy
Measurement Metrics	• **# of complete contact details** • **# of meetings set up per week & per mont**h

Competency Attributes: Telemarketing Executive

Iceberg Elements	Attributes List
Skills	1. Fluency in English 2. Persuasion skills 3. Rapport building skills 4. Telephone etiquette 5. Excellent communication and presentation skills
Knowledge	1. Microsoft word, excel and PowerPoint 2. Internet usage and data finding 3. Corporate brands
Self-Image	1. Confident 2. Go-getter
Traits	1. Talkative and high energy 2. Persistent and results-oriented 3. Willingness to learn 4. Hospitable
Motives	1. Hungry for growth 2. Win-win philosophy

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