



Position Available: APPOINTMENT SETTER

Job Purpose:

The Appointment Setter calls on small and medium size business prospects who match our target demographics to set appointments for the business-to-business sales team. Once the appointment is set and handed off to the business sales team, the business salesperson assigned is responsible for meeting with the customer and performing all the sales activities.

Job Responsibilities:

- Call on business prospects to set appointments for the business sales team
- Effectively manage and maintain a prospect database to maximize potential and to ensure customer satisfaction
- Stay current with a basic knowledge of wireless carriers in order to answer common customer questions and to be effective in setting customer appointments
- Identify potential wireless voice, data and GPS needs through a basic understanding of customer business operations and current wireless situation
- Ensure positive and professional interaction with internal and external customers
- Provide timely and accurate information to customers as requested or needed.
- Set/develop proper customer expectations
- Maintain a professional image and work environment
- Consistently meet/exceed appointment setting goals
- Submit daily/weekly call reports
- Attend all required sales meetings and training sessions
- Punctual and dependable in working assigned schedule
- Perform other duties as assigned

Qualifications:

- High School Diploma
- Excellent verbal, written, and interpersonal skills
- Self-confident and a desire to succeed
- Strong organizational and time management skills
- Flexible team-oriented individual
- Decision making and problem solving capabilities
- Ability to present professional image of self and Company
- Ability to handle customer inquiries professionally
- Personal commitment to provide quality service
- Ability to use Microsoft Outlook, Microsoft Word, and Microsoft Excel software as well as other computer software packages as required
- Ability to learn Goldmine contact management software
- Reliable transportation

Compensation:

- Hourly plus generous bonuses based appointments set. Hourly rate is based upon experience
- This is a part-time position of 15-30 hours per week. The work schedule is negotiable, but must be performed during normal business hours (8:00 – 5:00, M-F)

Interested applicants should submit resume to:

By mail:

Business Cellutions
Attn: Appointment Setter Position
6767 South Spruce Street, Suite 205
Centennial, CO 80112

Or by email:

opportunity@businesscellutions.com