



*The Osborne Coinage Co.  
2851 Massachusetts Avenue  
Cincinnati, Ohio 45225*

**TEL** (800)488-2646 (513)681-5424  
**FAX** (513)681-5604

## **Inside Sales Representative**

Osborne Coinage, the oldest privately held mint in the United States, is looking for a motivated and well-spoken Inside Sales Representative to join our sales team immediately. The Inside Sales Representative will be responsible for following up on new leads, communicating with customers, understanding their needs, and ensuring a smooth sales process. You should be able to close sales and meet targets. To be successful as an Inside Sales Representative you should be able to build instant rapport and achieve customer satisfaction. A top Inside Sales Representative should also be very competitive and a good listener.

### **Inside Sales Representative Responsibilities:**

- Communicating with customers, making outbound calls to potential customers, and following up on leads.
- Understanding customers' needs and identifying sales opportunities.
- Assistance in creating custom coins that will exceed the customer's expectations while meeting the needs of our Production team.
- Answering potential customers' questions and sending additional information via email and phone conversations.
- Keeping up with product and service information and updates.
- Creating and maintaining a database of current and potential customers.
- Explaining and demonstrating features of products and programs.
- Staying informed about competing products and services.
- Upselling and adding additional products to quotes.
- Researching and qualifying new leads.
- Closing sales and achieving sales targets.

### **Inside Sales Representative Requirements:**

- College degree, or applicable experience.
- Previous experience in an outbound call center or a related sales position preferred.
- Proficiency in Microsoft Office and CRM software. Experience with Synergy preferred.
- Excellent communication skills, both verbal and written.
- Good organizational skills and the ability to multitask.
- Excellent phone and cold calling skills.
- Exceptional customer service skills.
- Strong listening and sales skills.

- Ability to achieve targets.

### **Compensation**

- Salary plus commission
- 401K match
- On-site Gym