

**Job Title:** Sales Development Representative

**Department:** Sales

**FLSA:** Non-Exempt

**Reports To:** Chief Revenue Officer

**Supervisory Responsibility:** No

**Employment Status:** At-Will

## The Role

The Sales Development Representative is the first point of connection for the Property Managers we work with. You will be qualifying prospects to set appointments for our sales team. You will be responsible for a console of leads that you will nurture. In addition, the role is a great launching point for a career in sales or business development with plenty of growth, learning and mentorship opportunities.

## Essential Functions

- Strong phone presences with the ability to read and adapt to your audience.
- Desire to support the needs of Property Managers and Owners to help with minimizing delinquency and maximizing revenues.
- Collaborate successfully with Sales teams to optimize productivity.
- Connect with warm leads, taking inbound calls and/or email inquiries.
- Effectively manage a pipeline.
- Ability to consistently make a high-volume of outbound calls (50-100 dials a day).
- Communicate our services clearly and be able to react to objections, competitive questions, and other FAQs.
- Proactively organize tasks, lead pipeline and campaigns to meet milestones and quarterly objectives.
- Interact professionally, both verbally and written, to customer inquiries and concerns.
- Actively participate in team trainings.
- Working daily in Salesforce and Outreach.
- Perform other duties as required.

## Job Specifications

- Must be 18 years of age
- Sensitivity to others' needs, listening skills and have the ability to quickly build rapport.
- Willingness and ability to conduct extensive outbound calls with warm leads.
- Excellent organizational, interpersonal, and problem-solving skills.
- Commitment to being a true team player on the Sales team and part of the Guidant community.
- Ability to work in an autonomous environment where you can be a self-directed, independent worker
- Ability to create an inclusive workplace where everyone feels a sense of belonging by empowering all our employees to speak up, ask questions, and been seen.

## Other Requirements

- Must pass a background check
- Must meet work from home requirements to qualify (reliable internet, quiet space to work in, etc.)



# Sales Development Representative

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- Complete continuing education based upon current certifications

## Work Environment and Physical Demands

- Duties are primarily performed in an office environment and require sufficient personal mobility and physical capability to permit employee to function in this environment
- Requires sitting at a desk for up to 8 hours and ability to lift up to twenty (20) pounds;

## The Legal Stuff

CredHub is committed to diversity, equity, and inclusion (DEI). We foster an environment that encourages different perspectives and values each team member's individual experiences. The incumbent will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by applicable law.

The incumbent must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

I have received a copy of my Job Description and understand what is expected of me.

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Printed Name	Signature	Date
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