

POSITION DESCRIPTION

Position: Temporary Part-Time Sales Telemarketer
Department: Catholic Cemeteries
Reports To: Director of Sales
Classification: Non-Exempt

General Description

Primary responsibility is to generate qualified sales leads through phone solicitations and phone surveys.

Specific Duties/Responsibilities

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and departmental needs.

- Call Parish lists to generate new leads for Sales Counselors.
- Call existing owners and next of kin lists to promote Memorialization Products and to generate referral leads for Sales Counselors.
- Call existing sales leads to set up appointments for Sales Counselors.
- Work a 20 hour per week schedule that is made up of a minimum of 50% weekend and evening hours.
- Meet or exceed monthly telephone call quotes that have been set by the Director of Sales.
- Maintain personal records of activity.
- Other duties as assigned.

Qualifications/Skills

- Highly motivated self-starter with superior communication skills.

Education and/or Experience

Prior telemarketing experience preferred.

Ability to use a laptop computer and knowledge of Excel, Access, Word, and PowerPoint helpful.

Bi-lingual a plus.

Physical Demands

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.