

## Job Description~Telesales

Job Title: Part-Time or Full-Time Telesales

Department: Sales

Reports To: Marketing Director

### JOB SUMMARY:

The Telesales is responsible for assessing client needs, selling solutions, building relationships and identifying sales and other targeted opportunities for existing and potential clients.

The Telesales should have an excellent background in telephone communications, documentation and understanding of what our clients and potential clients needs are. The Telesales can help our customers receive maximum benefit from our services.

### JOB DUTIES:

- High volume of outbound phone calls (50 + calls per day minimum)
- Contact existing and potential clients
- Obtain medical bills from clients or other targeted goals such as contract execution
- Track all contacts in Salesforce
- Obtain updated contact information from clients

### JOB SPECIFICATIONS:

- High School Diploma or GED Required
- Two years customer service experience, preferably in healthcare/insurance field
- Excellent communications skills, both verbal and written
- Strong computer skills to include Microsoft Office Software
- Salesforce Software experience a plus but not required
- Ability to work well with others
- Ability to work independently

### COMPENSATION:

\$10 per hour

\$25 for a qualified program lead

\$100 for each bill over \$10,000 we work

\$50 for each bill over \$5000 but less than \$10,000

This position has the potential to earn up to and exceeding \$2500 per week in earnings.