



## Job Description

Position Title	Department	Reports to
Sales Development Representative	Sales	VP; Marketing
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	January 2022

### POSITION SUMMARY

The Sales Development Representative (SDR) contributes to STARC's growth goals by generating qualified sales opportunities via outbound prospecting. The SDR balances high-volume daily outreach with research and messaging strategy to secure discovery session meetings with potential customers that are a good fit for STARC. This role leverages multiple forms of outreach including calling, email, and social connections.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Producing Sales Qualified Leads / Opportunities by...
  - Researching and identifying prospects
  - Cold calling and emailing prospects following cadences
  - Managing activity and records within STARC's Customer Relationship Management system
- Contributing to STARC's SDR culture, best practices, and standard operating procedures
- Other duties as deemed necessary for increasing revenue or improving customer satisfaction

### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Motivated, resilient, coachable, collaborative, creative, and curious
- Fearless and respectful in cold calling
- Excellent written and oral communication skills
- Commitment to professional development
- Experience with Salesforce.com & Outreach software and/or proven ability to learn and apply new methods to daily activities
- Proficient with Microsoft Windows and Office Suite
- Bachelor's degree preferred

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 15-20 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Reviewed with employee by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received and accepted by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

STARC Systems is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

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