



Job Description

Position Title	Department	Reports to
Sales Development Representative	Sales	Director of Sales
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	September 2020

POSITION SUMMARY

STARC Systems, Inc. – an Inc. 5000 company and the 24th fastest growing manufacturing company in the United States – has ambitious goals to continue its growth. A key means to STARC's future growth is the launching of a Sales Development Team that produces qualified leads and opportunities via cold yet targeted prospecting.

STARC seeks driven, resilient, coachable, and collaborative Sales Development professionals. Successful candidates will be important drivers of new business opportunities for STARC and will experience the challenge and reward of being a part of the early stages of STARC's dedicated outbound prospecting efforts.

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 and best practices
- 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 and/or proven ability to quickly learn software technology;
- 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 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.