



<b>Position Title</b>	Inside Sales Representative
<b>Department/Contract &amp; Location</b>	Corporate HQ, Arlington VA
<b>FLSA Status</b>	Exempt / Salaried
<b>Supervisory Position</b>	No
<b>Full-Time or Part-Time</b>	Full-Time

**Company:**

Flywheel Data is a growing company that provides elite IT Solution Design, Services, and Product Resale for the Cloud, Data Center, and Edge. Our goal is to arm our clients with the right tools, products, and technologies to accelerate mission success.

Flywheel Data's core business is Value Added Resale (VAR) across the US Federal Markets. In doing so, we need to work closely with the following stakeholders:

- US Federal Government end customer
- Federal System Integrators
- OEM Partners

**Position Summary:**

Flywheel Data is seeking a highly energetic, organized, and driven Inside Sales Rep that will be responsible for answering inbound RFQs, supporting outside reps and identifying opportunities.

The successful candidate will have a strong self-initiative and be excited to be a part of a fast paced, growing team.

The candidate will manage various government programs by building relationships with the buyers, being responsive and handling any issues that arise in a timely manner.

This position for a remote inside sales role, with no cold calling.

The candidate should cultivate, build, and maintain relationships with various OEM Partners

**We Are Looking for Someone Who:**

***Has excellent communication skills.*** Can address customer concerns, proactively perform customer outreach, and handle customer satisfaction issues.



***Detail Oriented.*** Maintain detailed notes, quotes and relevant information in the CRM

***Has experience with federal sales and procurement and wants to learn more.***

***Is a team player.*** Works well in support of the full sales team, business leadership, and operations team to win business.

**Job Responsibilities:**

Oversee the quoting and booking process to ensure successful booking and contract execution to the end-user

Provide RFQ responses quickly and efficiently.

Track orders, provide customer updates, and handle any customer satisfaction issues.

Register opportunities in OEM portals

Collaborate with your colleagues, cross-functionally, to support the sales process

Assist with other administrative duties as identified by operations team

**Qualifications:**

US Citizen

High School diploma or equivalent in work experience; Associates/Bachelors Degree preferred.

Minimum of three (3) to five (5) years of previous inside or sales experience in the federal space.

Demonstrated ability to multitask, prioritize, and manage time effectively.

Highly proficient computer skills including cloud applications such as Google Workspace, Microsoft Office 360, Slack, Quickbooks Online, Webex, CRM Software

Excellent telephone sales personality skills.

**Physical Requirements:**

This job operates in a professional office environment and/or remotely. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.



- Flexibility related to work hours as project demands arise.
- Occasionally required to move 5 – 40 pounds.
- Must be able to remain in a stationary computer position for extended periods of time.

**Travel Requirements:**

None.

**Disclaimer:**

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

Employee Acknowledgement of Receipt of Position Description
My signature represents that I have read and understand the responsibilities of this position and that I am able to perform all of the essential functions of this position.
Employee Name (Print):
Employee Signature:
Supervisor Name (Print):