

**Job Title** : **Inside Sales Junior Executive**  
**Location** : Navi Mumbai, Maharashtra (Office-based position)  
**Employment Type** : Full-time, Permanent  
**Experience** : 0-2 years  
**Company Name** : Pibythree Consulting Services Pvt Ltd  
**Website** : <https://pibythree.com/>

### **Job Summary**

We are seeking a dynamic and motivated Inside Sales Executive to join our growing sales team at our Navi Mumbai office. This is an excellent opportunity for a recent graduate to kickstart their career in sales and contribute to our company's growth. As an Inside Sales Executive, you will be responsible for generating leads, nurturing prospects, and converting them into customers through phone calls, emails, and virtual meetings. You will work closely with the sales team to achieve revenue targets while providing exceptional customer service throughout the sales process.

### **Key Responsibilities**

#### **Lead Generation & Prospecting**

- Identify and research potential customers through various channels including online research, social media, and referrals
- Qualify leads and assess their needs to determine sales opportunities
- Maintain and update prospect database with accurate information

### **Sales Activities**

- Conduct outbound calls to prospective customers to introduce products/services
- Present product features and benefits effectively to potential customers
- Handle inbound inquiries and provide detailed product information
- Prepare and deliver compelling sales presentations via phone or video calls

### **Customer Relationship Management**

- Build and maintain strong relationships with prospects and existing customers
- Follow up consistently with leads through multiple communication channels
- Provide exceptional customer service and address customer concerns promptly
- Ensure customer satisfaction throughout the sales cycle

### **Administrative Duties**

- Maintain accurate records of all sales activities in CRM system
- Prepare regular sales reports and forecasts
- Coordinate with other departments to ensure smooth order processing
- Participate in team meetings and training sessions

### **Required Qualifications Education**

- Bachelor's degree (BSc, BA) or any 3+ year degree course from a recognized university
- Fresh graduates or candidates with 0-2 years of relevant experience

### **Essential Skills**

- Excellent verbal and written communication skills in English
- Strong interpersonal and relationship-building abilities
- Active listening skills and ability to understand customer needs
- Persuasive communication and negotiation skills
- Professional phone etiquette and presentation skills

### **Technical Skills**

- Proficiency in MS Office Suite (Word, Excel, PowerPoint)
- Basic understanding of CRM software (training will be provided)
- Comfortable with using various communication tools and platforms
- Self-motivated with a results-driven approach
- Resilient and able to handle rejection positively
- Strong organizational and time management skills
- Ability to work independently and as part of a team

- Eager to learn and adapt to new challenges