

TELEMARKETING POSITION

CONTRACT FURNITURE SOLUTIONS

JOB TITLE: Part time Telemarketing

SUPERVISOR: Bob Spradlin

Contract Furniture Solutions (CFS) is a family owned and operated company offering a variety of solutions to commercial interiors.

GENERAL JOB DESCRIPTION

This position requires the person to be a self-starter, able to work independently and someone who enjoys talking to people. This person will be identifying opportunities and turning them over to the Supervisor.

MAJOR DUTIES AND RESPONSIBILITIES

Make cold calls to businesses to develop leads for salespeople. Calls to be performed between the hours of 9 and 11 am on Tues, Wed. and Thurs. Information to be transferred onto an excel spread sheet in Google docs. (List of businesses and initial excel sheet provided by CFS).

MINOR DUTIES AND RESPONSIBILITIES

Update Supervisor with feedback as to an immediate lead.
Update Supervisor weekly at minimum.

QUALIFICATIONS FOR POSITION

High School education, basic knowledge of computer, keyboarding, excel spreadsheets and google docs.

Some experience in the Telemarketing Industry.

Must be friendly, outgoing, enjoy talking to people and not afraid of rejection.

HOURS AND COMPENSATION

Position requires 5 hours a week to start and may grow into more. After 5 hours of initial training in our office (Taylor location) calls can be performed at home.

\$15.00/hr

Contact Sandy Spradlin

sandy@cfs-michigan.com

