



Career Opportunity Appointment Setter

Appointment Setters call, qualify and **set sales appointments** with local business leaders while maintaining a high level of organization on daily activities. Appointment Setters are important members of our **sales team**. Compensation is comprised of a base salary plus incentives for setting successful appointments with **qualified prospects**. Appointment Setters may also provide reception support from time to time. A well-defined career path in professional **business to business** sales is available for successful Appointment Setters.

Responsibilities

- Call prospects for appointments
- Qualify all prospects
- Set sales appointments

Other Expectations

- Enter all contacts in PSA
- Enter all opportunities in PSA
- Enter all sales activities in PSA
- Attend all staff and department meetings
- Arrive on time
- Communicate exceptions

Qualifications

- 4 year college degree (IT, marketing or business administration preferred)
- 1-2 years telephone prospecting experience

Key Performance Indicators (KPIs)

Daily time entry accuracy / compliance	100%
Minimum BLAST-qualified appointments set per week	5

Time Usage

Sales (prospecting, appointments, preparation)	66%
Marketing / PR (creation, execution, networking events)	9%
Strategy / process development	5%
Training (professional development, Rocket IT)	2%
Other (housekeeping, personal, staff meetings)	18%

TOTAL: 100%

**Interested? Send cover letter
and resume to careers@rocketit.com**

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