

Rep 1, Telesales Alpharetta, GA

POSITION OVERVIEW:

- Rep 1 Telesales Associates make outbound calls to existing customers to sell products such as xFinity Internet, xFinity Voice or xFinity Video.
- Qualifies and follows up with sales leads
- Keeps up-to-date with industry knowledge, as well as the competitive posture of the Company
- Maintains a thorough knowledge of Company products/services
- Informs customers of new services available
- Demonstrates strong influencing skills with customers, influencing them to purchase products and services
- Other duties and responsibilities as assigned

REQUIREMENTS:

- High school diploma or equivalent
- At least one year of sales experience, may have recently worked in telesales or outbound call center or is transitioning from a field sales position
- Ability to sell complex products and/or services
- Possess an understanding of business, services and/or products sold.
- Ability to work extra hours, as needed
- Able to use Microsoft Office and multiple programs at once

COMPENSATION:

Hourly + Commission

Benefits:

- Medical & Prescription Drug Plans
- Dental Plans
- Vision Plans
- Health Care Flexible Spending Account
- Adoption Assistance Program
- Retirement-Investment Plan (401-K)
- Employee Stock Purchase Plan
- Ayco Financial Planning Services
- Traditional Paid Time Off
- Employee Assistance Program
- Voluntary Benefits
- Discounted Courtesy services (cable, phone, internet)

SHIFTS AVAILABLE:

- 10:00 am – 2:30 pm or 4:00 pm – 8:30 pm
- Monday – Friday

Comcast is an EEO/AA/Drug Free Workplace. The above information has been designed to indicate the general nature and level of work performed by employees in this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications.



Instructions to apply for the Rep 1, Telesales position at Comcast.com

1. Go to <http://www.comcast.com>
2. Scroll to bottom of homepage
3. Select the “**Careers**” link underneath Info
4. Choose “**JOB SEARCH**” on the right side of screen
5. In the Job Search Box, enter **Rep 1, Telesales (Alpharetta, GA)**
6. Select the position on the right and review the position details. Then select “**Get Started**”
7. Then select “**Apply**”
8. If you have an existing account please enter your Email Address and Password and select “**Sign In.**” If you do not have an existing account, please select “**Create an account.**” The required information will be identified with an asterisk (*). PLEASE USE YOUR LEGAL NAME AS IT APPEARS ON YOUR SOCIAL SECURITY CARD.

Email Address: _____

Password: _____

9. Select “**Read and accept the data privacy statement.**” Once you have accepted the privacy statement, select “**Create Account.**”
10. On the **My Candidate Profile Page:**
 - a. Complete all required information, identified with an * and press “**Save.**”
 - b. Upload your Resume and Cover Letter and press “**Save.**”
 - c. Expand the **Employment History** section to confirm that your employment history uploaded correctly from your resume. If it did not upload correctly, make the necessary updates and press “**Save.**”
 - d. Expand the **Education** section to confirm that your education history uploaded correctly from your resume. If it did not upload correctly, make the necessary updates and press “**Save.**” You must have a high school diploma/GED to be considered for the position.
 - e. Expand the **More Information** section to confirm that your contact information uploaded correctly from your resume. If it did not upload correctly, make the necessary updates. Complete all of the required fields identified with an * and press “**Save.**”

Be sure to review and complete the EEO Information, Veteran Group Survey, Additional Employment Information, and Applicant Authorization and Consent for Release of Information.
11. Once you have completed all of the required information, select “**Save,**” then select “**Apply**”
12. You will receive a message that says “Your application has been sent. Thank you!”
13. Within 1 hour, you will also receive an email confirming your application.