60 Saramia Crescent, Unit 4
Concord, ON L4K 4J7
Phone:. (905) 761-1331

Job Posting - Outbound Appointment Setter

Part-Time I Flexible: Monday – Friday; 9am – 5pm
Compensation: $18/hour + Additional Sales Incentives
Location: Head Office – 60 Saramia Crescent, Unit 4, Concord ON

About the Position

We are seeking a confident, motivated, and results-driven Outbound Appointment Setter to join our sales support team. This role involves connecting with potential business clients, introducing our telecommunications solutions, and scheduling qualified appointments for our sales team.

Enjoy flexible scheduling of approximately 5–6 hours per day within our regular office hours. Additional incentives are available for successfully closed sales generated from your appointments.

Key Responsibilities

- Make outbound calls to prospective business clients to generate interest in our services.
- Introduce Bell's business telecommunications solutions clearly and professionally.
- Identify potential opportunities and schedule qualified appointments for our sales team.
- Engage decision-makers and confidently handle initial questions or objections.
- Maintain accurate call records, prospect information, and appointment details.
- Follow up with potential clients to maximize appointment opportunities.
- Meet daily calling and appointment-setting targets.
- Work closely with the sales team to ensure a smooth handoff of qualified leads.

Required Qualifications

- Excellent verbal English communication skills, with a clear, confident, and professional telephone manner.
- Strong interpersonal and persuasive communication skills.
- Previous experience in outbound calling, appointment setting, telemarketing, or sales is an asset.
- Comfortable making a high volume of outbound calls and speaking with business decision-makers.
- Self-motivated, persistent, and able to handle rejection professionally.
- Strong organizational skills and attention to detail.
- Basic computer proficiency and ability to maintain accurate records.
- Ability to work independently and consistently meet performance targets.
- Positive attitude, reliability, and a results-oriented mindset.

Experience in telecommunications or business-to-business sales is considered an asset.

How to Apply: Please submit your resume to **sandy@totallyone.com**.

Only candidates selected for an interview will be contacted.