



SALES REPRESENTATIVE JOB DESCRIPTION

Sales representatives are a critical employee that are the main contact with customers. It is important that this employee represents the company in a professional manner and can market this service in a professional manner.

Primary responsibilities

- Serve customers by selling products and meeting customer needs
- Service existing customers, obtain orders, and establish new accounts by planning and organizing daily work schedule to call on existing and potential customers
- Organize sales presentations
- Keep management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual sales analyses
- Monitor competition making sure that this company still has the best prices
- Recommend changes in products, price, service, and policy by evaluating results and competitive developments
- Resolve customer complaints by investigating problems, developing solutions, preparing reports, and making recommendations to management
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks
- Provide historical records of customer sales

Knowledge, Skills and Abilities

- Excellent verbal, written and presentation communication skills
- Excellent customer service skills
- Ability to meet sales goals
- Excellent closing skills
- Ability to manage a territory
- Excellent negotiation skills
- Self-confidence
- Product knowledge
- Ability to manage client relationships
- Motivation for sales

Benefits

- 401(K) with Company matching
- Health insurance

- Dental and Vision insurance
- Life insurance
- Employee discounts
- Tuition Reimbursement
- Paid time off

Work Hours:

- Full-time (40 hours per week)
- Work place is remote with minimal travel