

Sales Representative

Reports to: Sales Executive (Manager)

Position Overview

Sales Representative to be responsible for generating leads and meeting sales goals. Duties will include sales presentations and product demonstrations, as well as negotiating contracts with potential clients.

Duties and Responsibilities

- 1) Serves customers by selling products and meeting customer needs.
- 2) Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- 3) Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
- 4) Focuses sales efforts by studying existing and potential volume of dealers.
- 5) Submits orders by referring to price lists and product literature.
- 6) Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- 7) Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, and merchandising techniques.
- 8) Recommends changes in products, service, and policy by evaluating results and competitive developments.
- 9) Resolves customer complaints by investigating problems, developing solutions, preparing reports, and making recommendations to management.
- 10) Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- 11) Provides historical records by maintaining records on area and customer sales.
- 12) Contributes to team effort by accomplishing related results as needed.

Skill Requirements

- 1) Minimum a Diploma Certificate.
- 2) Proven experience of three years in a similar role.
- 3) Excellent in English language (written and spoken).
- 4) Excellent in Microsoft Office programs.
- 5) Integrity and confidentiality.
- 6) Strong work ethic and personality.
- 7) Self-motivated, energetic and professionally passionate with excellent interpersonal skills.
- 8) Thorough understanding of marketing and negotiating techniques.
- 9) Attention to detail, ensure the accuracy of reports and statistics.