

Company: _____

Job Title:	Sales Representative	Job Category:	
Department/Group:		Job Code/ Req#:	
Location:		Travel Required:	
Level/Salary Range:		Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
HR Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:	Once you have edited your job description, you can post the job on _____.		
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: () ____ - ____ or <u>email: _____</u> Subject Line: Attention: [Recruiting or HR Department RE: Job Code/Req# and Title]		Mail: Hiring Manager: _____ Dept: _____ Company: _____ Address: _____ _____	
Job Description			
Job Purpose: Serves customers by selling products; meeting customer needs.			
Duties: <ul style="list-style-type: none"> • 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. • Adjusts content of sales presentations by studying the type of sales outlet or trade factor. • Focuses sales efforts by studying existing and potential volume of dealers. • Submits orders by referring to price lists and product literature. • Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses. • Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc. • Recommends changes in products, service, and policy by evaluating results and competitive developments. • Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management. • Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. • Provides historical records by maintaining records on area and customer sales. • Contributes to team effort by accomplishing related results as needed. 			

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Skills/Qualifications:

- Customer Service, Meeting Sales Goals, Closing Skills, Territory Management, Prospecting Skills, Negotiation, Self-Confidence, Product Knowledge, Presentation Skills, Client Relationships, Motivation for Sales

[NOTE: To post your job on [company URL], copy this description and click here [company URL]. You can log in to an existing account or provide your e-mail address if you are a new user. Select the zip code where the job is located, and then paste the job description into the online wizard. Then simply complete the required information and check out.]

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	