

Job Description For Sales Representative

Job Description

Job Title:	Sales Representative	[extensive] travel will be required within
Department/Location:	Office-based in [STATE AREA]	
Reports to:	[JOB TITLE e.g. Sales Manager]	
Target sectors:		
Staff Responsibilities:	[Tele-Sales Staff and Field Sales Staff]	
Hours of work:	e.g. 9.00 am to 5.00 pm on occasions when [one or two] nights away per month.	
Salary Range:		
Summary of Position:	To plan, carry out and take responsibility for and develop sales of [STATE PRODUCTS] across [STATE AREA] accounts and/or regions so as to maintain business plans.	

Primary Responsibilities

To develop and maintain a computerized customer database	account services and resolve client queries
To present and sell the company's products and services to existing and potential clients	and report on sales activities and provide management information
To respond to and follow up on sales enquiries, leads and referrals	presentations and proposals
To establish, maintain and develop current and potential client relationships	within sales budgets

Personal Specification

	Essential	Desirable
Qualifications & Training	Educated to GCSE level IT literate	Educated to degree level Additional relevant qualification
Experience	At least two years sales experience in a sales role achieving targets	Experience in same industry
Qualities and Attitude	Well-organized, self-starter, persuasive, good relationships at all levels	Proactive
Product Knowledge	Experience of identifying sales opportunities	

Competencies (see Interview Guidance Notes)

Strong organizational skills	winning approach
Leadership skills	effective relationships
Assertive	service focus
Effective communicator, on phone, in writing or in person	sales skills

Prepared by

Name:		Date:	
Title and/or Department:			

Note: This job description is not exhaustive and is subject to change in response to changing needs of the business. The post-holder will be invited to participate in this process and we would aim to reach agreement on any changes.

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