Downloaded from <https://www.velvetjobs.com/job-descriptions/account-sales-representative>

# Example of Account Sales Representative Job Description

Our innovative and growing company is looking to fill the role of account sales representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for account sales representative

* Develop and maintain sales and promotional materials
* Make sales calls to new and existing customers
* Prepare and present sales contracts
* Follow up on sales activities
* Develop sales strategies and programs to acquire new businesses
* Assist in the resolution of payment issues between customer and the A/R departments to ensure lowest level of DSO is achieved
* Monitor inventory, follow up ETA with purchasers and feedback to internal departments in a timely manner for any discrepancies
* Develop superior customer service relationships with prospects, compose report and send to clients on daily basis
* Provide backup support for the manager and team members
* Actively manage and grow accounts in a large, pre-existing customer base

## Qualifications for account sales representative

* Retail sale experience is a plus
* Develop and present aircraft purchase deal packages for approval to Contracts, Finance, and Senior Management
* Expected to be flexible to work extended hours and perform their responsibilities outside of the regular business hours, as dictated by Customer imposed deadlines and requirements
* You hold a Bachelor degree in Business, Finance, Aviation, Engineering or Marketing and have 5 to 7 years of relevant work experience
* You are proficient with Microsoft Office, particularly Word, Excel and PowerPoint
* A multi-disciplinary approach and knowledge of basic field sales principles, theories and concepts