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# Example of Commercial Representative Job Description

Our growing company is looking to fill the role of commercial representative. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for commercial representative

* Ensures customer satisfaction by communicating with clients
* May process cheques & file sales transactions
* May be required to balance & transmit sale reports & EFT wire transfers to Ford system for accounting
* Achieves assigned territory budget and business plan by growing new business while supporting existing customers and tier suppliers
* Delivers annual business reviews and assists in the development of business, marketing, continuous improvement, and growth plans
* Identify billing errors that require correction before it can be resubmitted to the payer
* Meet/exceed monthly quota in Commercial Video, Data, and Phone sales as defined in quota document
* Meet with multiple dwelling units, apartments, local businesses, colleges, hotels, and secure contracts for all areas of service (cable, digital, internet, and phone)
* Enter and maintain all leads and accounts in SalesForce.com
* Prepares and initiates proposals to new Business prospects

## Qualifications for commercial representative

* Requires three years progressively responsible experience in dealing directly with commercial insurance coverage
* Requires the possession and maintenance of a P&C License in the state of California
* Microsoft outlook, excel basics
* Ensures that accounts acquired receive the best possible customer service after the sale is made
* Resolves any contractual concerns that might occur during the course of the service agreement
* Compiles and examines all MDU account records to assure timely renegotiation to subscription rates