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

# Example of Commercial Representative Job Description

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

## Responsibilities for commercial representative

* Utilize on a daily basis Salesforce.com for the management of leads through account deployment
* Prepares and forwards various progress reports to the appropriate manager
* Completes required documentation, reporting, and filing of service contracts
* May be required to follow up on delinquent commercial accounts and assess commercial address serviceability
* Maintains ongoing relationship with commercial customers
* Meet/exceed monthly sales quota in Commercial Video, Data, and Phone sales as defined in quota document
* Enter and maintain all leads and accounts in Dynamics
* Utilize on a daily basis Dynamics for the management of leads through account deployment
* Contribute to sales meetings by providing deeper understanding product workings or applications, of product limitations and nontraditional product usage
* Serve as technical troubleshooter to customer after sales is closed and while product is being tested or installed

## Qualifications for commercial representative

* Two years outside sales experience preferably business to business
* Commercial telecommunications sales experience preferred
* Support sales activities through specialized technical or scientific knowledge/product applications
* Must be proficient in English (written and verbal technical communication), and possess computer skills
* Windows-based Excel, Power Point, Word, Project, Use of latest mobile technology is highly desirable
* May process cheques and file sales transactions