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# Example of Commercial Sales Representative Job Description

Our company is looking to fill the role of commercial sales representative. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for commercial sales representative

* Obtains, updates and demonstrates detailed industry, company, and competitor and product knowledge
* Provides product demos to qualified customers upon request, emphasizes salable features, quotes prices and credit terms and prepares sales orders
* Completes accurately and submits in a timely manner all documentation necessary to ensure that product can be ordered and scheduled for delivery by estimating delivery dates based on knowledge of company’s production and delivery schedules
* Provide pro-active after-sales follow-up to ensure positive and acceptable CSR scores
* Investigates and resolves customer enquiries and complaints, escalating to the Sales Manager/VP when necessary and appropriate
* Complies with company policies on pricing, discounting, credit and collections to ensure profitability
* Support sales growth through consulting engineers and mechanical contractors by marketing, specification, selection and sales
* Support the Outside Sales organization by providing technical support and application information
* Drive incremental revenue in assigned territory
* Demand generation planning to ensure coverage and collaboration with stakeholders across the organization, including

## Qualifications for commercial sales representative

* Multi-unit sales experience a plus
* Experience preferred with prospecting and cold calling skills
* BS/BA/BBA degree or equivalent years of sales experience
* Prior experience in construction or other related industries is preferred
* Previous outside sales experience is preferred
* Previous experience in service industry or branch location