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# Example of Customer Sales Representative Job Description

Our growing company is searching for experienced candidates for the position of customer sales representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for customer sales representative

* Ability to meet monthly sales goals as outlined by the team manager / lead
* May require nights and weekends (Saturday) to support the team
* Manage all retention activities within an assigned service agreement customer base
* Provide proposal, SOW and Contractual support for net new and renewal opportunities
* Quarterback proposal / special bid process
* Ensure appropriate approvals (delegated discounts, special bid pricing, Contracts and Negotiations ) are obtained
* Drive business results and solve issues working with across functional teams including, Finance, Accounting, A/R, Credit Management, IT, Marketing, Global Logistics, Control Tower, Service Planning, Procurement, Channel Management, NRCS and Project Managers, Tax and Suppliers
* Create and assist with customer deliverable documents including Statements of Work, Schedule of Services, PCRs and Quotations
* Update appropriate databases, tools and applications supporting our contracts and proposals process
* Support the Firm Order Exception and Firm Order Shipment processes especially monitoring CRADS and firm order arrival on a weekly basis

## Qualifications for customer sales representative

* Experience working in a call center environment as an inbound and outbound call center agent
* Experience working on an outbound telemarketing dialer preferred
* Proven ability to meet and exceed sales goals expectations
* Background and drug screens are required for this position
* High School Diploma or general equivalency diploma required
* Ability to get both verbal and written communication across that has the desired effect