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# Example of Customer Sales Representative Job Description

Our innovative and growing company is looking for a customer sales 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 customer sales representative

* Load inventory in the Oracle maintenance entitlement/billing module (OKS) and update inventory in Oracle Install Base
* Set up appropriate billing schedule per agreement in OKS
* Upon Quote acceptance/contract execution review and ensure all required documents are validated for accuracy and completeness prior to converting a quote to and order and progressing that order for booking or contract registration and activation
* On high volume orders, work with control tower to identify and optimize pallet and truck quantities
* Provide Backlog Management support by verifying orders are flowing through to manufacturing, monitor schedule dates to align with customer requirements, escalating and/or expediting when necessary
* Practice daily monitoring of orders with invoice, FOE and credit holds to ensure we are releasing our orders and billing at the appropriate time
* For Business Partner Maintenance opportunities, utilize BP pricing tool and determine list pricing for Global Care Flex and Customer Service offerings
* Register all new customers in the system for new customer number assignment
* Create, update, maintain, reinstate and deactivate customer numbers in Oracle CMR
* Ensure all appropriate documentation, credit management approvals, BP agreements…etc

## Qualifications for customer sales representative

* Associates Degree or higher and 1 to 2 years of recent related experience, or sufficient combination of education and experience
* SAP Business One experience
* Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must! Willingness to learn and help others Motivation and dependability
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* Receive, validate and process Business Partners new onboarding requests
* Prepare new contracts for client and perform all onboarding activities for new BPs (including obtain Business Partner signature, new CMR creation request, complete partner profile in partner management)