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# Example of District Representative Job Description

Our company is hiring for a district 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 district representative

* Leverage extensive product, service, and market knowledge in customer dialogue
* Execute sales plans in assigned customer base and new customer accounts to meet defined territory profit increase goals
* Anticipate customer needs based on knowledge of customer processes and operations
* Assist with collection of samples and conduct laboratory analysis
* Monitor, track, and maintain adequate field chemical inventories and equipment as necessary
* Provide analytics and delivery of all reports required by customer contracts and internal reporting responsibilities, such as service reports
* Show initiative by bringing new ideas and technologies to the district
* Partner with Store Management, Night Crew, and Inventory Control Clerks to identify and resolve inventory issues which create inventory losses, accounting errors, and/or reduce back room efficiency
* Assist retail stores with physical inventories, both with preparation and on the day of inventory
* Assist Inventory Manager in the creation of specific and measurable store level goals for shrink improvement

## Qualifications for district representative

* Preferred knowledge of Next Generation Sequencing and Genotyping methods
* Approaches tasks with urgency
* One (1) to two (2) years previous sales and/or retail experience
* Previous leadership, supervisory or management experience preferred
* Ability to communicate clearly (speaking, writing, active listening) and demonstrate professional behavior at all times
* Ability to manage time and competing priorities through effective organizational and time management skills