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

# Example of District Representative Job Description

Our company is growing rapidly and is hiring for a district representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for district representative

* Conduct training sessions as needed regarding best practices which lead to reduced shrink (either store level or district level)
* Act as liaison between various backstage groups and the ICC to facilitate quick resolution of inventory issues
* Apply expanded knowledge and use of multiple operational reports to root out and solve operational opportunities to reduce inventory losses
* Coordinate programs to control inventory and prevent shrink occurrence
* Provide regular communication to the District manager, Operations Specialists, and Inventory Manager regarding store performance and status as it relates to inventory
* Be responsible for working with HVAC equipment manufactures and our customer base
* Handle technical phone calls from customers
* Work with manufactures to develop product training classes for district
* Develop strong relationships with key stakeholders within current and prospective customers, including plant or facility executives
* Generate and execute sales plans and strategies to close new opportunities within existing customer base, and in major, competitively-held accounts, to meet defined territory profit increase goals

## Qualifications for district representative

* Demonstrated high level of initiative and sense of urgency to exceed customer expectations
* Demonstrate competitive drive and will to succeed for business growth
* Ability to effectively solve problems and implement sustainable solutions
* Ability to effectively lead and delegate in a professional manner and demonstrate integrity and respect for others at all times
* Ability to travel extensively and safely within territory with overnight travel as needed
* Ability to work flexible work hours, weekends and evenings as needed