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# Example of Field Sales Rep Job Description

Our innovative and growing company is looking for a field sales rep. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for field sales rep

* Conduct group and/or individual sales presentations and enroll eligible prospects on site
* Record, report and maintain lead disposition status using appropriate tools
* Submit completed enrollment applications
* Specification is key to the growth of Burndy's business
* Travels throughout assigned territory to service existing customers with training and certification classes
* Monitor and follow up on provided vertical market leads (Corporate provided)
* Demonstrate products by using samples, videos and catalogs to emphasize unique Burndy features
* Provides information on prices, credit terms and other term conditions of sales
* Prepares reports monthly on business conditions, lost opportunities, and keeps expense account records
* Works within assigned expense budget

## Qualifications for field sales rep

* Experience selling Medicare products is highly preferred
* Must have reliable transportation to work within assigned territory required
* Usher in the future
* Be a key member of several teams at once
* Gather interesting and insightful information to assist your team in marketing activities
* Deliver great work from the office and field alike