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# Example of Field Sales Rep Job Description

Our innovative and growing company is searching for experienced candidates for the position of field sales rep. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for field sales rep

* Maintains and updates data about their territories and accounts
* Prepares and submits weekly call reports, weekly expense reports
* Prepares and submits monthly sales reports at the conclusion of each CPI financial month
* Identify customer needs and utilize solution-based selling techniques to upsell current accounts and drive incremental sales/revenue
* Manage existing base of accounts with upgrades/device management, reporting and billing support and respond to client issues via email/voicemail
* Partner with cross-functional teams and technical experts to determine in-building coverage, customize and write MCSA addendum and technical requirements and update TBC sites for clients
* Create a business plan with Enterprise Sales Executive on “land and expand” strategy to identify additional contacts and additional sales opportunities inside existing accounts
* Stay abreast of ongoing market trends and general developments to close on assigned accounts
* Under the direction of the Regional Sales Manager and working closely with Key Account Managers and Product Management, develop, establish and implement a comprehensive Sales Plan designed to maximize product exposure, specification and sales growth
* Dentify customer needs and utilize solution-based selling techniques to upsell current accounts and drive incremental sales/revenue

## Qualifications for field sales rep

* May require evening and weekend hours, some overnight travel
* Requires experience with heavy outbound calls
* Strong PC skills and proficiency with MS Office
* Experience selling Medicare/Medicare Advantage products is highly preferred
* Must travel up to 75% within assigned territory required
* High school graduate or equivalent related experience