Downloaded from <https://www.velvetjobs.com/job-descriptions/field-sales-rep>

# Example of Field Sales Rep Job Description

Our growing company is looking for a field sales rep. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for field sales rep

* Use our Microsoft CRM application to develop and utilize professional account management tools and follow up procedures
* Collaborate on sales strategies, discuss account trends, advise changes within accounts and coordinate quotes and sales opportunities with Account Managers on and as-needed on weekly basis
* Drives proactive campaigns to build the pipeline, uses specialized knowledge and skills to prospect, qualify, negotiate and close opportunities
* Responsible for supporting the Outside Sales Representatives in a designated region
* Monitor and maintain all P.O.P
* Coordinate and implement sales driven programs such as (but not limited to) “Demo Days” with vendors and remerchandising “Grand openings”
* Maintain weekly communication with all Outside Sales Representatives
* Travel to each assigned region as requested
* Provide a Dealer visit summary to management after each dealer visit
* Provide a weekly email to management recapping the dealer performance and communication performed each week

## Qualifications for field sales rep

* Required to successfully pass a physical examination
* Skilled in basic Microsoft Office (Word, Excel, Outlook and PowerPoint) functions
* Health license required
* Travel up to 75% within assigned territory (with mileage reimbursement if necessary)
* Knowledge of retail business operations and integration of promotional programs for retail sell through are key as well!
* Self-confidence, persistence, initiative and enthusiasm