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# Example of Junior Sales Job Description

Our innovative and growing company is looking to fill the role of junior sales. 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 junior sales

* Administration follow-up of your own sales
* To create extensive sales opportunities by visiting customers with or without the channel partner and close sales
* Provide field based sales support to channel partners if needed
* To respond quickly and efficiently to customers’ enquiries
* To communicate regularly all pertinent information to the EU Regional Sales Manager
* To increase our knowledge of competitor position and activities through close contact with the key customers within
* To maintain a professional standard of personal grooming and dress
* To complete trip reports on a daily basis on key visits and distribute within 24 hours of the call being made
* To work within the expense budget
* To maintain all company property in a clean and usable condition

## Qualifications for junior sales

* Ability to achieve key performance indicators
* Educated to a degree level or with one to two years’ experience of an analyst/reporting type role
* Strong communication skills with the ability to communicate internally with all levels of the organization with external customers and customer facing documentation
* Flexibility to work longer hours during the selling season travel abroad
* Je hebt een diploma Industrieel Ingenieur of Burgerlijk Ingenieur
* Je bent een schoolverlater of je hebt een eerste ervaring achter de rug