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# Example of Junior Sales Job Description

Our 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

* Manage a pipeline of prospective business/quotes and take ownership of special bids and deals
* Have responsibility for communicating to your colleagues and customers our stock, availability any price changes
* Promote special offers by creating and maintaining a customer email database
* Support pre-sales and be the point of contact for customer queries
* Work closely with the purchasing team to ensure the profile of stock meets internal and external customer needs
* Help the trade customers resell our brands
* Establish goodwill
* Ensure excellent deployment for the shelving, visibility, or displays contracts
* Controls professionally budgets and allocations, and – where applicable – ensure payments from trade are collected on time
* Reflects our core values and principles in daily work with customers, employees, colleagues, and management

## Qualifications for junior sales

* Reach weekly, monthly and annual sales goals
* Event management such as info meetings, fairs - definition, planning, execution, reporting
* Exhibit a positive, "can-do" attitude, being highly productive, and a high degree of honesty, integrity and sound judgment
* Able to work autonomously while team-oriented, with very good interpersonal and verbal communication skills, presentation skills
* Excellent customer service skills, strong problem solving abilities, and special attention to detail and follow-up
* Working knowledge of Primary and Secondary Disk Storage Data Archive is a plus