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# Example of Representative Senior Job Description

Our company is hiring for a representative senior. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for representative senior

* Communicates with Order Management team to address expedites and shortages
* Ensures excellent Customer Service to all Customers
* Achieve Protection targets both on an individual basis, contributing to the overall Fall Protection Divisions goals
* Acting as senior marketing representative visiting agencies in the assigned territory, responsible for monitoring and fostering agency relationships in an assigned territory
* Monitoring new binding activity renewal retention for assigned group of agents and setting up appointments with prospective agents and appointing new agencies within authority
* Communicating issues raised by individual agents and troubleshooting the majority of problems raising only the most difficult to management to resolve
* Welcome visitors, answer telephone calls and manage the central agenda
* Optimize communications and relationships with various other departments and parties involved
* Handles credit card data, updates Ingram’s systems with cc information, may initiate manual credit card charges
* Makes recommendations regarding certain account actions, to include credit limit changes and In-House Collections, (to management), based on credit investigations

## Qualifications for representative senior

* Responsible for researching and identifying potential outside funding sources via government grants, cooperative programs with local universities and colleges, and other similar opportunities (Workforce training, OSHA grants, regional grants)
* Develop new customers and increase company’s market share and profitability in market area
* Call on and develop relationships with a select group of concrete buyers in the designated market area to meet their concrete needs while achieving annual sales goals regarding selling price, tonnage and sales revenues
* Increase annual sales and significant growth in profits by developing new business, expanding markets and assisting District Sales Manager in developing strategic opportunities for long-term growth and efficient flow of inventory
* Assist Area/District Sales Manager in the development of annual sales plan based on market intelligence acquired through customer interaction, Department of Transportation spending, and other market tools
* Deliver key goals/objectives for success by consistently meeting targeted tonnages, revenues, and selling prices to ensure maximum profitability