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# Example of Representative Job Description

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

* Assist customers in loading material onto trucks upon request
* Enter quotations, orders, cash sales, requests for credit promptly, completely and accurately as needed
* Explain company policies and procedures (warranty information, deposit required, return goods policy)
* Expedite returned and defective material
* Pull customer orders promptly, completely, and accurately as needed
* Maintain and reconcile daily counter cash drawer
* Display and actively pursue sales for counter specials
* Keep counter area clean and organized
* Placing outbound calls to recruit buyers on behalf of IAA
* Managing transportation for the division’s units

## Qualifications for representative

* 2+ years experience in a sales / customer service role dealing with high volumes
* Ability to reach targets and deadlines
* Proficient in MS Excel, Word, Outlook and databases
* One to two years experience in an administrative support or paralegal role
* Proficient in Microsoft Word, Microsoft Excel (knowledge of IF, COUNT, and VLOOKUP formulas preferred), Microsoft PowerPoint, Adobe Acrobat Pro, and preferably SharePoint
* Ability to assimilate new software