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# Example of Sale Representative Job Description

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

## Responsibilities for sale representative

* Manage all aspects of customer accounts
* Perform Outbound calling and other revenue generating activities to increase existing revenue and develop new revenue
* Manage your book of business accounting for key KPIs including but not limited to net sales, margin %, call counts, and warranty coverage sales
* Grow your customer database and build revenue
* Offer exceptional service taking advantage of all sales avenues to achieve and exceed goals
* Understand and articulate the advantages of our company over the competition
* Proficient with the Microsoft Office suite (Word, Excel, PowerPoint, Outlook)
* Proficient with standard business applications such as the internet and email
* Ability to successfully attain Level IV Product Certification in all product categories within allotted time scheduled
* Visit all customers within a five-week cycle

## Qualifications for sale representative

* Assist with the resolutions of order keying issues
* Assist with Customer Prebuilt stock level requirements
* Manage Customer Demonstration unit requests
* End of life & replacement maintenance of your accounts products
* Works on assigned territory/account
* Shares quota with the field