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# Example of Sales Capture Job Description

Our company is looking to fill the role of sales capture. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for sales capture

* Diligent development of sales in progress and new opportunities using pipe-line sales cycle development disciplines
* Reporting status and results to the SEA Sales Manager on a weekly basis all sales progress and activities, forecasts and all other business related matters
* Managing the Capture Pipeline for the Strategic Partner Sales Team, Identifying new opportunities, and providing analysis for the team for strategic planning purposes
* Attending conferences, demonstrations, and maintaining up to date knowledge of new and emerging technologies across a wide range of vendor partners
* Analyzing task order opportunities across the Defense portfolio for bid/no bid decisions identification of appropriate teaming partners/vendors for each opportunity
* Developing and implement capture plans and strategies, have a firm comprehension of the customer’s requirements, understand the strengths/weaknesses of our competitors and develop/implement winning strategies that highlight strengths and mitigate weaknesses
* Develops business strategies and opportunities with customers to expand existing relationships while also developing new accounts and relationship
* Maintaining sound knowledge of diverse industry trends and technologies
* Maintains consistent communication with all regarding key initiatives pertaining to account to further grow profitable business
* Provides specialized consultation, education/training, and sales resources to enable vendor and reseller success, and acts as an extension of the vendor organization to drive programs and vendor initiatives to channel partners

## Qualifications for sales capture

* Minimum of 5 years of experience in the Health & Public Services area
* Minimum of 5 years selling complex solutions to the banking industry client market or other companies within the Financial Services market
* Minimum of 10 years of experience with large systems integrations or as a customer with buying experience to same in the Ontario Public Service
* Minimum of 10 years of experience selling IT professional services in the Ontario Public Service
* Experienced in managing a complex multi-layered Channel Parrtner
* Proven ability to at least achieve targeted budget