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# Example of Sales Executive Job Description

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

## Responsibilities for sales executive

* Strong focus on developing new business opportunities while maintaining existing relationships
* Manages assigned customers and budget base
* Researches and analyses competitive and industry trends
* Ensures customer relationship management tools are updated accurately
* Developing long term relationships with new and existing clients through managing and interpreting their requirements
* Negotiating contract and commercial terms that meet both the client and company’s needs
* Timely liaison with Product Managers to understand the technical offering
* Timely liaise with the account Sales Managers and Account Executives to ensure coordination across the whole business
* Compilation and submission of timely, accurate quotations and tenders
* Working on after sales support and using the Product Managers to provide technical support as required

## Qualifications for sales executive

* Manages accounts receivables to resolve past-due accounts and deductions from remittance (DFRs)
* Develops and conducts training for Distributor Sales Representatives
* Conducts distributor sales meetings, works trade shows, initiates sales blitz’s and performs sales seminars, throughout their territory
* Maintains up-to-date customer files for key end-users, target distributors, and sales contacts
* Logs call activity into Account CRM Database (Outlook Calendar)
* Submits weekly Activity and Productivity Report to the District Manager