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# Example of Sales Person Job Description

Our growing company is searching for experienced candidates for the position of sales person. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for sales person

* Manage and review new customer requirements and technical drawings
* Provide support to Sales with visits to customer locations to provide technical and training
* Provide assistance to Purchasing on new parts by reviewing the drawings and specifications for accuracy
* Interact with and serve as liaison between various functional groups of organization (Sales, Quality, and Purchasing) and customers to improve processes and procedures, with regard to product and system quality
* Provide technical support to customers’ Engineering, Purchasing and Quality personnel
* Help all walk in customers
* Answering phone queries
* Preparation of quotations/ jobs
* Be accountable for achieving weekly, monthly and quarterly sales volume targets by category in your agreed store group
* Qualify customers and build rapport in order to understand their individual needs

## Qualifications for sales person

* Candidates must also be able to Provide 2 professional work references
* Must have some accounting work experience
* Must have retail sales or customer service experience preferred
* Must have a HS diploma/GED
* Must pass criminal history and drug screen
* Must have 2 positive work references