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# Example of Sales Person Job Description

Our growing company is looking to fill the role of sales person. 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 sales person

* Split between working in the office and on the trade counter
* Drive sales – from quote to completion
* Attract new business
* Manage and build relations with key accounts
* Generating new business in current open markets
* Growing business with current dealers in existing markets
* Properly train dealership sales team on the features of our product
* Maintain and supply inventory to the dealer accounts
* Work with the Store Sales Manager or Owner to develop sales plans
* Develop new customer relationships with wholesales customers through prospecting and cold calling

## Qualifications for sales person

* Position requires travel to customer sites
* Respond to enquiries from customers, providing quotations and processing orders
* Proactively contact potential customers to build relationships and develop sales opportunities
* Identify product requirements, ordering and sourcing as required
* Accurately update and maintain our internal CRM systems
* Consistently deliver high levels of customer service to customers