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# Example of Sales Trainee Job Description

Our company is growing rapidly and is looking for a sales trainee. 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 trainee

* Maintain daily contact with customers/carriers to respond to their issues and problems to keep positive customer relationships
* Learn to manage the customers’ web-based order entry systems
* Learn to create sales orders for customers, assign carriers, and manage daily changes
* Promote and strengthen relationships with customers and suppliers by demonstrating competency in the local area and in the designated market
* Provide product and therapy technical support to existing, potential and competitive customers
* Train and educate both existing and competitive customers to gain incremental business
* Advise customers on a continuing basis regarding performance of assigned products
* Provide and maintain up-to-date customer records in terms of ASP, customers’ activities and competitors’ activities
* Prepare quotation, tender and other paper work for customers
* Assists in sales, customer service and production activities as assigned

## Qualifications for sales trainee

* Database input, maintenance and extraction
* Passion to start career and grow into Sales Professional within a global company
* Bachelor’s degree in Medical Technology, Bioengineering, or Science or others Background
* Good command of Bahasa Indonesia and English
* Maintains and conveys relevant competitive sales knowledge directly to the inside and outside sales teams the Branch Manager
* One (1) year experience minimum in similar position or related areas of the real estate industry preferred