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# Example of Senior / Sales Associate Job Description

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

## Responsibilities for senior / sales associate

* Work together with our contact center to ensure all sales related customer requests can be handled effectively
* Customer database tracking activities might be required
* Minimal business travel or work outside office is required
* Achieving individual targets set by the boutique Manager
* Developing and retaining Clientele
* Helping team members to meet their own targets by assisting them in the sales process when it is required and taking turns doing the back-office and administrative work
* Contributing to achieve the overall targets of the boutique by meeting one's own targets and by being a team player
* Recruiting new Clients by attending internal and external events and contributing ideas for new Maison events
* Helping other team members to achieve their revenue targets by assisting them during a sale if necessary, and respecting the Client rotation rules
* Contributing to the boutique’s overall target by ensuring personal goal and by acting as a genuine team member

## Qualifications for senior / sales associate

* Associates Degree and 2 to 5 years of experience in banking, finance or customer service
* High level of proficiency of Microsoft Suite of Products (Outlook, Word, Excel and PowerPoint).Adaptable and flexible to meet changing business needs
* Analytical skills to extract key insights from large quantities of data
* A four-year degree in Accounting, Finance or Business Administration
* Experience with large corporate financial and tax systems
* Experience with Thomson Reuters Tax Determination is a plus