Downloaded from <https://www.velvetjobs.com/job-descriptions/senior-sales-executive>

# Example of Senior Sales Executive Job Description

Our company is hiring for a senior sales executive. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior sales executive

* Issues quotations, specifications and keeping records for the same
* Follows-up Accounts Receivables
* Ensures that CRM is updated and continually maintained for existing and new customers
* Complies with the Credit Control procedure of the Company
* Prepares Monthly Sales Reports and customer’s activity and updating on sales and collection
* Performs other related jobs/tasks as required
* Advise management on sales activity and client responses
* Gather and communicate product and competitive information from the field
* Deliver sales revenue and seek to exceed the targets set by your manager
* Initiate and maintain contact with full variety of clients and prospects

## Qualifications for senior sales executive

* Must act with honesty and integrity
* Must demonstrate maturity and exceptional professional presence
* 5+ years successful direct sales experience in Testing Inspection and Certification (TIC) industry
* Intensive travelling is part of the job
* 3 to 5 years in sales, travel industry or airline industry
* Knowledge of company's product and service offerings