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# Example of Service Sales Job Description

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

* Accurately manage Weekly, Monthly, and Quarterly Sales Forecasts in SFDC
* Work together with internal department during the whole sales process, to act as the focal point for customer in terms of product configuration, tendering, contract negotiation, deal closing and delivery and collection
* Supervises salaried Call Center Team Managers, and possibly supervises clerical associates
* Answers and responds to internal and external customer calls by determining needs, answering questions, or transferring to appropriate personnel if needed to ensure ever increasing customer satisfaction
* Prepares complete and accurate job transition packets for closed-won service jobs to ensure consistency and maintain strict compliance to company standards
* Uses the DFS process to transition service jobs from service acquisition to service fulfillment on all quoted jobs over $5K or any service jobs with FOE configured components
* Responsible for handling timely service agreement renewals for all service agreement sites for central zone to properly execute on our commitments to our customer
* Responsible for the data entry and tracking of all central zone tech leads and tech quotes to grow our share and do what’s right for our customers
* Responsible to fill out payroll adjustment forms and submit to HR-Payroll to ensure accurate payout of tech leads and tech quotes each month
* Ensures required data is available (sites, contacts, & assets) in the service applications by verifying and integrating the correct data from CRM to WennSoft & Click so startup service calls can be created and assets can be linked to the calls

## Qualifications for service sales

* Competitive nature and a contagious, positive attitude
* A keen interest in financial sales & service products
* Ability to work well with guests
* Must have an enthusiastic attitude
* Available on weekends and most game dates (24 games)
* Effective analytical capabilities