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# Example of Service Sales Job Description

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

## Responsibilities for service sales

* Promote products and services that are beneficial to our customers
* Focus on service contract renewals, upgrades and conversions, PM, IQ/OQ and IPV products
* Consult with customers to determine their wants, interests, and needs
* Manage multiple inbound/outbound client support channels
* Interact and refer leads to/with internal wholesalers and sales directors in order to promote sales, retain assets and to support financial advisors
* Sending of Service Contract Expiration Notice to endusers
* Work with, coordinate, and follow up on work flow with other company departments
* Coordinate, schedule and plan meetings, travel arrangement and other logistical details for the team
* Prepare client related documents, reports, and formatting presentations as required
* Maintain various databases, records, and monthly reports, including ensuring the accuracy of the reports, and directing their distribution

## Qualifications for service sales

* At least 2 years related experience in selling big electronic/mechanical equipment to commercial customers
* Have good knowledge about market analysis, planning, development
* Strategic, creative thinking, good at execution
* Passionate, hardworking, ambitious, strongly self-motivated
* Mature, persistent, not easy to give up under pressure
* Candidates with Medical Equipment are highly preferred