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# Example of Territory Executive Job Description

Our company is searching for experienced candidates for the position of territory executive. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for territory executive

* Serve as a resource expert for various sales and sales management systems such as AIMs, SMRT, Propr, and others that may be introduced from time to time
* Assist the TSM with the preparation of weekly sales, activities, and recruiting information
* Prepare and distribute information for TSM/District Manager management system review sessions
* Schedule and manage all appropriate travel arrangements for TSM
* Prepare a Territory Newsletter
* Assist with Internet sourcing to support the recruiting activities
* Assist with Sales leads distribution
* Serve as a liaison between the Territory, Regional and Home Office departments to promote the smooth and efficient conduct of business
* Create/prepare proposals for TSM and District managers as needed
* Ensure security, integrity and confidentiality of data and marketing materials stored in the office

## Qualifications for territory executive

* Maintains current knowledge of the industry and of the company products/services, the competition
* Listening and communicative skills
* Being able to plan, multitask and be flexible in your tasks
* Knowledge of the Värmland region is considered an advantage
* Of new items, special buys, , and encouraging membership to request our items are maintained in wholesaler’s
* Of applications including Word, Excel, PowerPoint, Outlook and Internet Explorer