



Example of Business Representative Job Description

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Our growing company is searching for experienced candidates for the position of business representative. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for business representative

- Acquire and maintain knowledge regarding TomTom competitors
- Cold calling targeted prospects to generate quality leads and close new customers
- Meet daily quotas of dials and quality conversations
- Conduct consultative conversations highlighting TomTom features and benefits , that will resonate with specific resellers and customers
- Develop strong relationships with TomTom Field Teams
- Successfully prioritize and score targeted accounts
- Work as a part of a team to achieve TomTom's goals
- Conduct "pre call" investigative work to increase ability to close sales(understanding customer's current business, potential needs)
- Review the documentation's approvals and conditions in order to confirm congruity with the decision document
- Learn the Clearwater sales process

Qualifications for business representative

- Experience in selling and/or conducting business over the phone
- Knowledge of Excel, Word and PowerPoint desired
- Medical Terminology certificate or must obtain within 90 days of hire
- One year of medical insurance experience such as insurance verification and identification knowledge

- Proficient in typing skills and is able to type 45 words per minute