



Example of Contract Sales Job Description

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Our company is growing rapidly and is looking for a contract sales. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for contract sales

- Update schedule agreement and pricing information on SAP
- Maintain, manage and update engineering changes, internal / customer submissions and implementation dates in the ECN database
- Assist in the co-ordination of Special Material Requests (SMR's) internally
- Proactively provide customer service and support throughout the finance application process
- Take full ownership of the application and settlement process and use your industry knowledge and expertise to overcome challenges and achieve the best outcome
- Produce commercial outcomes for the business whilst contributing to both personal and team sales targets by converting leads and referrals into new business
- Resolve problems by analyzing information
- Allocate resources per group and ensure effective and efficient, negotiation, implementation and tracking of action plan execution covering price adjustments, terms and conditions range and SMUs with Range Mgmt
- Ensure pre- and re-order buying
- Build and maintain personal relationships with key decision takers on highest possible levels

Qualifications for contract sales

- Experience in MapPoint
- Previous experience as a Sales Coordinator and/or Customer Service

- Imagination & Courage – Generates innovative ideas and makes it happen
- Inclusiveness – Welcomes opposing thoughts and ideas, listens and is humble