



Example of Contract Sales Job Description

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Our innovative and growing company is looking for a contract sales. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for contract sales

- Prepare the show-room and conduct the sell – in visit with customer
- Monitor and report on trends and developments in the field including competitors activities
- Making regular sales calls, with specific objectives and pre-determined action plans to all assigned and targeted accounts
- Conducting prospecting and follow-ups to secure profitable new business opportunities within assigned territory
- Meeting and exceeding sales dollars, profit percentage, gross profit dollars and achieve budget numbers
- Participating in annual sales forecasting and expense budgeting in consultation with the Territory Manager
- Lead follow-up, new business development, lead generation, building customer relationships, consulting extensively to assess customer's needs, follow-up throughout the sales and service cycles, and delivering high quality results
- Ensure that customer concerns are addressed and resolved in a positive and friendly manner
- Effectively maintaining all administrative functions
- Attending and participating in all company sales meetings including product and system training sessions, trade shows, customer tours and sales training workshops

Qualifications for contract sales

- Must apply good judgment and discretion when handling sensitive and confidential documentation
- Provide sales and administrative support for two territories (two Regional Sales Managers and two Business Development Managers)
- Fluent in French, English with an additional language preferred
- Minimum 2 years of computer proficiency (creating reports, manipulating data,) in sales, lead management, inventory systems, or purchasing/vendor communications
- Assist in the preparation of pre and post trade documentations
- Work closely with middle office / back office team to ensure trades are settled smoothly