



Example of Junior Sales Representative Job Description

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Our innovative and growing company is searching for experienced candidates for the position of junior sales representative. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for junior sales representative

- Reviewing and responding to all quotation requests in a timely fashion, ensuring all compliance, legal, certification and shipping detail is complete and accurate, and ensuring detailed information is given on lead times and managing the throughput of orders to ensure on time delivery
- Creating Sales Orders upon receiving Purchase Order and ensuring a clear line of communication is kept with the customer until the order has been fulfilled
- Working with the relevant intercompany departments in Region and abroad on technical/systems orders and working with the US/UAE Order Fulfilment Group to ensure weekly shipping console's include the correct items to fulfil outstanding orders
- Participating in Sales Team activities, helping with sales forecasting, customer relationships and maintenance/development of sales
- Monitoring and managing inventory levels ensuring the optimum amount is held to satisfy quick deliveries for customers and avoiding overstock/excess/surplus inventory situations
- Acting as a liaison with Customers, other Divisions and Departments to resolve any technical issues relating to spares
- Working with the management to produce necessary metrics, plans, forecasts and financial reports
- Other work duties as requested by direct manager
- Communicates with customers in person to sell new/upgrade cable/internet/

Qualifications for junior sales representative

- Must maintain a valid non-commercial driver's license with ability to drive at night and to drive for
- Experience – 1-3 years experience in customer service or an inside sales role required
- Education – Associate's degree required
- Good understanding of BMS, Salesmaker, Engagement Tracker
- Demonstrates good teamwork
- At least 1 years' experience of working within Services business