



Example of Junior Sales Job Description

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Our growing company is looking to fill the role of junior sales. 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 junior sales

- Actively pursue business opportunities with prospecting into existing accounts, including cold calling and follow up of leads
- Working closely with the Regional Sales Managers and Inside Sales, by setting up business calls and meetings on behalf of the Regional Sales Managers to ensure objectives are being met
- Accurately forecast pipeline deals through SalesForce.com, and participate in weekly funnel calls with peers, and to expand the reach of our products and services
- Participate in business reviews and customer satisfaction activities, supporting Customer Relationship and Marketing activities
- Product presentation at customers' sites and seminars
- Customer communication both for sales and technical matters
- Supports 2-3 Account Executives & Executive VP of Sales as needed – Supports sales in all daily tasks as directed
- Works fluently in the Monitor computer system booking campaigns, requesting avails, creating posting instructions, distributing key information to Sales Administration
- Sales and customer service over the phone and face- to-face
- Reaching targets is exciting to you and a challenge you embrace!

Qualifications for junior sales

- Ability to work to sales targets
- Capacity to make clear and sound argued recommendations
- Filter and edit information to spot trends, dangers and opportunities
- Highly reliable, produce workable solutions and deliver on time to high standards of quality