



Example of Outside Sales Representative Job Description

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Our company is hiring for an outside sales representative. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for outside sales representative

- Maintain effective documentation and track sales activity
- Prepare sales plans and forecasts
- Increasing business by generating sales to new customers and by selling additional products to existing Industrial customers
- Consistently hit set metrics and sales quotas
- Creating and closing sales
- Recording, updating and analyzing account information to identify sales strategies and objectives
- Consulting with clients after sales to resolve problems and to provide ongoing support
- Adhering to the Johnstone sales process
- Good adherence to the work schedule
- Prepare and deliver customer quotes

Qualifications for outside sales representative

- Personal vehicle and license to cover territory
- A strong desire to go the extra mile to bring new business and to help increase existing business
- A desire to work in a fast paced environment where taking initiative, displaying a strong work ethic, paying attention to detail, and having a

- Proficient in Microsoft Office Applications (Excel, Word, Outlook) AS400 experience a plus
- Position requires significant local travel - valid driver's license, proof of insurance and good MVR a must
- Working knowledge and current use of CRM, Microsoft Dynamic a plus