



Example of Outside Sales Representative Job Description

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Our innovative and growing company is looking to fill the role of 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

- Employ good sales techniques in the making of sales calls and presentations on behalf of the company
- Assist in the development of a Sales and Marketing Plan to drive customer acquisition and achieve revenue, and profit goals
- Responsible for obtaining sales to meet individual and team goals
- Solid communication between sales, operations and billing departments
- Ensures that all commitments and obligations for the client are met and/or exceeded throughout the project/order and provides ongoing support
- Staying up-to-date on key product lines and stock inventory
- Be familiar with Keystone product literature and be able to convey product information and availability to customers
- You will be responsible for building and servicing a territory by developing business relationships with potential and existing Clients that can utilize our services
- Must have great work ethic
- Provide high level of customer service in answering customer inquiries and solving customer challenges, and routinely visit customer locations to maintain value-added relationships

Qualifications for outside sales representative

- Professional and articulate with an enthusiastic and positive attitude
- Industry knowledge preferred but not required
- Basic understanding of oil and gas fired appliances and related distribution systems (training is provided)
- A reliable vehicle is required
- Bachelor's degree in Business and/or Marketing or related field of study