



Example of Outside Sales Representative Job Description

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Our company is growing rapidly and 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

- Prepare advertising schedules, promotional plans, sales literature, proposals and sales contracts
- Elaborating and following up on sales bids
- Understanding customer needs throughout and following the entire sales process
- Participating in the complete sales cycle
- Enter new customer data and other sales contract details for station clients into computer database
- Follow accountabilities set forth by your Sales Manger to help guide you to success
- Plan and organize business strategies to achieve desired growth results
- Identify, analyze and assess customers' pumping needs and react appropriately by recommending and designing pumping systems
- Provide technical services and support to customers, including educating them through in-person presentations and equipment demonstrations
- Collaborate with office and support staff to ensure the highest quality of customer service

Qualifications for outside sales representative

- Window sales and/or installation experience is strongly preferred

- Experience and background in roofing and siding is strongly preferred
- Experience in low-slope roofing, waterproofing, and/or window/siding sales is strongly preferred
- Specific industry knowledge, including both familiarity with product lines and the overall building contractor process, is preferred
- Demonstrated record of year over year sales growth