



# Example of Outside Sales Job Description

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Our company is growing rapidly and is looking to fill the role of outside sales. 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

- Prepare sales presentations, contracts, bids and proposals to ensure successful outcome of transactions
- Develops and maintains relationships with clients, operations, and inside sales team
- Conduct need/solutions analysis
- Represent products that require deep domain knowledge or product knowledge
- Use the Prospect Data File System
- Provide a lost business reports on a weekly basis
- Responsible for Food Safety (temperature, HACCP)
- Preparing bids, weekly call reports and calling new and existing customers
- Develop new and existing client base through early engagement and positioning
- Develop and maintain relationships with key strategic customers

## Qualifications for outside sales

- Bi-lingual candidate preferred (Spanish and English)
- Ability to learn and use Salesforce
- Mincron knowledge preferred or the ability to learn our inventory management system
- Ability to learn product lines

- Creates a good first impression, commands attention and respect, and shows an air of confidence