



Example of Sale Representative Job Description

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Our company is hiring for a sale representative. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for sale representative

- Perform various tasks as necessary to support the Outside Sales Representatives
- Follow-up on leads received through incoming phone calls, web based leads and e-mails
- Effectively support and maintain relationships with consulting specifying engineering firms in the assigned territory through the promotion of products and effective use of their application and product sizing software, Power Suite
- Assist in maintaining and updating account and contact information within our Customer Relationship Management (CRM) program to include all consulting specifying engineering firms, current and prospective customers within assigned territory
- Review project specifications and drawings, provide accurate take-offs, and prepare proposals/quotations for the Outside Sales representatives using company provided software programs
- Provide the necessary guidance to ensure products are installed per manufacturer's recommendations
- Utilize all marketing programs to assist our delivery partners with advertising and support initiatives
- Adhere to company guidelines established for financial goals
- Utilize all marketing programs to obtain sales objectives
- Market products to end users, consulting specifying engineers, electrical contractors, and general contractors

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- A minimum 1 – 2 years of inside sales experience
 - Proficiency in Microsoft Office Applications, specifically Word, Excel, and PowerPoint
 - The successful candidate will be a self-starter, project a professional image, with a demonstrated ability to quickly develop an understanding of the opportunity, further converting the understanding into tangible gains for the Group
 - Culture of integrity and respect
 - Security and benefits for your family, health, and future
 - Importance of family and personal life