



Example of Sales Assoc Job Description

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Our company is looking for a sales assoc. 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 sales assoc

- Conducts, annual performance reviews of their territories and their region to provide accurate and timely feedback regarding sales goal attainment and professional development
- Experienced in corrective counseling and performance improvement management
- Tracking & Updating of all Spare Part Orders throughout the spare part life cycle including Demand & Supply Planning, Materials Management, Warehousing and Logistics
- Conduct regular account meetings and be prepared with POS/Ship data analysis, action plans and appropriate follow ups
- Sales planning and item forecasting for multiple accounts
- Review weekly reports, customer sales and marketing programs and other data as necessary to recommend actions to achieve goals
- Support the growth in the online businesses, including item maintenance and forecasting assistance
- Ad-hoc reports and projects as needed
- Manage day-to-day account details internally and externally including order/shipping follow-up, in-store distribution, sales information/product samples, quote sheets and item set-up, inventory management and various account requests
- Lead and grow assigned territory and business through existing and new accounts by identifying potential customers and building solid long term

Qualifications for sales assoc

- Must be DOT certified in case they need to fill in for a RSR
- Must have 1-2 years retail experience
- Strong knowledge of internetworking designs and their applications, to include CPE, Managed Hosting Service, Cloud, Virtualization, Software Defined WAN, Network Functions Virtualization, Subnetting and Routing Techniques on LAN/WAN networks, IP Telephony, Security, Network Diversity Applications and other technical skills mentioned above
- Proficiency with MS Outlook, Word, Excel, PowerPoint and Visio
- Ability to quickly learn technology systems and utilize reporting functions
- Ability to cope with a fast paced and high volumen environment, especially during times of heavy volume