



Example of Sales Graduate Job Description

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

Responsibilities for sales graduate

- Respond to initial enquiries from potential new customers
- Research and engage with prospects, discovering key information about their needs
- Conduct market research and identify new business opportunities for field sales to follow up
- Recruit attendees for the customer and prospect events programme and provide pre and post event follow up support
- Book sales appointments and demonstrations for the field sales team with qualified prospects
- Continually update and cleanse the customer database with key marketing and competitor information
- Maintaining sales accounts and enter sales orders in an organized, efficient and effective manner
- Performing basic research to include looking up multiple lists in database
- Maintaining required sales documentation
- Gathering information from call out campaigns

Qualifications for sales graduate

- Numerate and articulate with excellent writing skills
- Mathematical and logical reasoning
- High level of motivation for developing a career in sales
- Dynamic, driven to obtain results, able to instil trust, responsible, good

- Commercial drive and ambition to start career in Sales function