



# Example of Sales Rep Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is looking to fill the role of sales rep. 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 rep

- Prepare weekly "Sales" and "Call" reports
- Develop monthly strategy for sales calls and prepare monthly travel calendar based on that strategy
- Conduct area market analysis of top accounts in each area – include top Dealers, top Contractors and top Builders
- Research area market product data to determine the types, styles and sizes most commonly purchased in the area to determine sales strategy
- Grow market share by increasing sales and sales volume while maintaining company approved product margin goals
- Complete "Positive Action Forms" for all cold calls resulting in a display, rack and/or sale
- Conduct client follow-ups via phone calls, letters and/or emails
- Establish and maintain client files and perform timely follow up on programs and projects
- Provide training to brokers and their support staff on completion of AultCare sales and processes

## Qualifications for sales rep

- Sales Fundamental (which includes Certified Sales Professional-CSP training and certification) required upon hiring
- Minimum two (2) years previous sales experience in beverage industry
- Ability to multi-task during entire shift

- Develop, coordinate and/or execute full range of training for distributor reps or agents
- May direct or contribute to internal efforts in support of bids/tenders, determining requirements, preparing and delivering required documentation, and coordination of internal staff for execution