



Example of Sales Specialist Job Description

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Our company is looking for a sales specialist. 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 specialist

- Collect information on competitors' sales, prices, benefits and products
- Placing outbound calls to suppliers
- Fielding inbound calls/emails
- Providing suppliers with product and/or service information
- Verifying accuracy of information provided by client and/or supplier
- Researching contact information using available resources
- Handling objections by addressing supplier concerns
- Promptly follow up marketing leads and other customer based actions
- Plans and organizes personal sales strategy strategically plans daily/weekly/monthly schedule in order to maximize return on time investment
- Keeps abreast of all product updates, including software and application updates and releases, new partner offerings, market conditions, and competitor activities, updates to competitor software or new competitors in our core verticals

Qualifications for sales specialist

- Minimum of 5-7 years sales experience with a proven record of accomplishment
- 3 years of b2b account management experience
- Previous account renewal, customer retention, and/or account management experience

- Must be goal oriented and a self-starter