



Example of Sales Job Description

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Our innovative and growing company is searching for experienced candidates for the position of sales. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for sales

- Understand and comply with federal, state and local laws which govern retail auto sales
- Demonstrate behavior consistent with the Dealerships vision, mission and values in all interactions with customers, co-workers and suppliers
- Update/maintain customer relations management system (CRM) information from phone calls, internet leads, mail campaigns, referrals and customer follow-up
- Keep the dealership in the minds of your prospects and customers on an on-going basis
- Make your customer feel welcome and identify the purpose of their visit
- Ask questions and actively listen to learn as much as you can about your customers wants and needs so that you show them the most appropriate model or models and can know how to personalize the vehicles features
- Present the right vehicle, the right features and the right amount of information and do so in a way that is organized and based on the customers needs
- Create mental ownership during the test drive
- Clearly present the information and numbers associated with financing the vehicle
- Present and finalize the terms and options the customer has for taking ownership of the vehicle

Qualifications for sales

- Carrying out all transactions in accordance with policies and procedures
- Relevant university degree or five years' related experience and/or training
- Hunter" sales mentality, doesn't stop until the sale is closed
- Experience in the manufacturing or construction industry is a HUGE plus!
- A minimum of 8 years relevant experience in sales & operations planning