

Sales Representative

- **Serve customers by selling products and meeting customer needs**
- **Service existing accounts and establishes new accounts by planning and organizing daily work schedule to call on existing or potential contractors**
- **Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analysis**
- **Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, and merchandising techniques**
- **Resolves customer complaints by investigating problems, developing solutions, preparing reports, and making recommendations to management**
- **Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies**
- **Provides historical records by maintaining records on area and customer sales**
- **Contributes to team effort by accomplishing related results as needed**

Sales Representative Qualifications/ Skills

- **Customer service**
- **Meeting sales goals**
- **Closing skills**
- **Territory management**
- **Prospecting skills**
- **Negotiation**
- **Self-confidence**
- **Product knowledge**
- **Presentation skills**
- **Client Relationships**

➤ **Motivation for sales**