JOB DESCRIPTION

| **Job Title:** | OUTSIDE SALES REPRESENTATIVE |
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| **Reports To:** | (Name of Immediate Supervisor) |

**Job Purpose**

The Outside Sales Representative is a valued team member who manages existing, past, and new accounts in order to generate income via upselling or renewing; forges solid relationships with customers by educating them on how we can assist and resolving any concerns or complaints; and assists management with business development and growth goals.

An excellent Outside Sales Representative will be a compelling, results-driven sales professional with exceptional negotiation abilities. To assist current and prospective clients, the Sales Rep must be detail-oriented and have great communication and interpersonal skills. They must also be able to work independently and as part of a team, especially when developing new business concepts. Ultimately, the role of the Outside Sales Rep is to reach or exceed the company's sales targets.

**Duties and Responsibilities**

* Build and maintain relationships with new and existing clients
* Market the company’s products/services to customers through various sales methods (face-to-face meetings, door-to-door, cold calling, presentations, etc.)
* Research and seek out new accounts
* Revive inactive accounts
* Follow up with clients or prospects regularly
* Act as a liaison between [Organization Name] and its clients
* Maintain an accurate record of all leads, customer accounts, sales, and other relevant data
* Create and present quotations for services to existing or potential customers
* Generate and submit sales reports, such as new accounts, account updates, feedback, etc., to management
* Communicate clear and concise information to internal resources and other departments within the company
* Carry out administrative tasks related to the sale
* Help accounts payable with collecting outstanding payments when needed
* Identify opportunities to improve sales performance
* Research competitors' products and pricing as well as market conditions
* Work with management and other sales representatives to build the company’s brand and increase exposure
* Forecast sales, develop “out of the box” sales strategies/models and evaluate their effectiveness
* Keep abreast of the latest industry developments by attending meetings, training workshops, and industry events to identify potential sales leads and sustain contact with existing accounts
* Adhere to all company procedures, values, and policies at all times
* Additional duties as assigned

**Qualifications**

* X years of experience in sales, preferably outside sales
* A university or college degree in X is considered an asset
* Demonstrated ability of using various sales techniques
* Proficiency in Microsoft Office software, including Word, Excel, and Outlook, and CRM softwares
* Ability to build relationships with clients and internal departments
* Excellent verbal and written communication, and negotiation skills
* Excellent organizational and time management skills
* Excellent research and problem-solving skills
* Must have a valid driver’s license and be willing to travel
* Knowledge of applicable industry regulations

**Working Conditions**

* Travel is required
* Overtime may be required
* Ability to sit for long periods of time
* Formal COVID-19 precautions are in place for employees