JOB DESCRIPTION

| **Title** | SALES CONSULTANT | | |
| --- | --- | --- | --- |
| **Reports To** | [Insert Title] | | |

**Job Purpose**

The **Sales Consultant** 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 Sales Consultant will be a results-driven sales professional with exceptional negotiation abilities. To assist current and prospective clients, the Sales Consultant 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 Sales Consultant 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, 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 consultants 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 related duties as assigned.

**Qualifications**

* XX 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

**Core Competencies**

* 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
* Knowledge of applicable industry regulations

**Working Conditions**

* Overtime may be required.
* Working hours are generally from <insert time> to <insert time>
* Extended periods of standing/sitting.
* This position is subjected to high pressure due to work volume, and goals, an overall fast paced environment.