JOB DESCRIPTION

| **TITLE** | OUTSIDE SALES REPRESENTATIVE | | |
| --- | --- | --- | --- |
| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Outside Sales Representative manages existing, past, and new accounts to generate income through upselling or renewing, forges solid relationships with customers by educating them on how [ORGANIZATION NAME] can help and resolve concerns or complaints, and assists management with business development and growth goals.

The successful Outside Sales Representative is persuasive, results-driven, and skilled at negotiation. This person is detail-oriented and has excellent communication and interpersonal skills to help clients.

**Duties and Responsibilities**

Overall Responsibilities:

* Maintaining and growing sales relationships with current clients
* Finding and contacting potential clients
* Identifying client needs, suggesting or aiding in the choice of appropriate products or services, and discussing pricing or other terms of the sale.
* Providing advice for product design where customers need customization
* Creating sales pitches, proposals, or other materials to highlight the advantages of using [ORGANIZATION NAME]goods or services.
* Calculating the expense of assembling and maintaining a product or service
* Creating and managing sales contracts, and keeping track of customer information
* Consulting with customers after sales to address issues and offer ongoing support.
* Troubleshooting product-related technical issues
* Explaining features to clients and responding to product or service inquiries, developing and maintaining technical product or service knowledge.
* Reporting marketing plans and sales strategies.
* Analyzing market conditions, competitor activity, and emerging market conditions and trends.
* Conducting client visits
* Performing other related duties.

**Qualifications**

* X years of experience in sales, preferably outside sales and in [INSERT INDUSTRY OR PRODUCT/SERVICE TYPE]
* A university or college degree in [INSERT INDUSTRY OR PRODUCT/SERVICE TYPE] is required/an asset.
* A valid driver’s license
* Fluency in a specific foreign language is a plus
* Proficiency in Microsoft Office software (Word, Excel, Outlook) and CRM software
* Knowledge of applicable industry regulations

**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
* Excellent written and verbal communication abilities.
* Excellent interpersonal abilities and the ability to relate to a variety of stakeholders at different levels in the organization.
* Ability to adjust to changing events in a calm and professional way.

**Working Conditions**

* Work a standard schedule [INSERT SCHEDULE e.g. 8 AM to 5 PM, Mondays to Fridays]
* Requires travel
* May involve extended periods of sitting and working on a computer monitor.
* May require overtime or working long hours.