

Sales Representative Job Description

Richmond,VA

Our company is looking for a Sales Representatives to be responsible for generating leads and meeting sales goals. Duties will include sales presentations and product demonstrations, as well as negotiating contracts with potential clients.

In order to be successful in this role, you will need to have a deep understanding of the sales process and dynamics, and also superb interpersonal skills. Previous experience in a sales role is an advantage.

Sales representatives are the principal point of contact between a business and its customers. Sales reps ensure current customers have the right products and services, identify new markets and customer leads, and pitch prospective customers.

Sales representatives present and sell products or services to organizations, businesses or government agencies. They contact potential buyers, present products and services, answer questions and discuss pricing.

Sales Representative Responsibilities:

- Generating leads.
- Meeting or exceeding sales goals.
- Negotiating all contracts with prospective clients.
- Helping determine pricing schedules for quotes, promotions, and negotiations.
- Preparing weekly and monthly reports.
- Giving sales presentations to a range of prospective clients.
- Coordinating sales efforts with marketing programs.
- Understanding and promoting company programs.
- Obtaining deposits and balance of payment from clients.
- Preparing and submitting sales contracts for orders.
- Visiting clients and potential clients to evaluate needs or promote products and services.
- Maintaining client records.
- Answering client questions about credit terms, products, prices, and availability.

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