**Sales** **representative**

Sales representatives are responsible for communicating the benefits of a company's products in order to drive sales. Sales reps serve as the point of contact between a business and its prospects or clients and have a range of responsibilities including identifying and educating prospective customers while supporting existing clients with information and assistance that relates to products and services.

**Responsibilities**

* Present, promote and sell products/services
* Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
* Establish, develop and maintain positive business and customer relationships
* Reach out to customer leads through cold calling
* Expedite the resolution of customer problems and complaints to maximize satisfaction
* Achieve agreed upon sales targets and outcomes within schedule
* Coordinate sales effort with team members and other departments
* Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
* Keep abreast of best practices
* Continuously improve through feedback

**Requirements**

* Proven work experience as a Sales Representative
* Excellent knowledge of MS Office
* Ability to build productive business professional relationships
* Highly motivated and target driven with a proven track record in sales
* Excellent selling, negotiation and communication skills
* Prioritizing, time management and organizational skills
* Ability to create and deliver presentations designed to the audience needs
* Relationship management skills and openness to feedback