

Job Description

Sales Representative

(*Company name*) is looking for a seasoned sales representative to drive business expansion. (*Company name*) provides (*insert description of business*). Founded in _____, (*company name*) has shown consistent growth and is well financed (*modify as applicable*). The ideal candidate will have proven experience as a (*small, medium, large*) new account sales representative.

Responsibilities:

This position reports to the (*insert title*) and will have responsibility for sales functions in the (*insert*) region/territory. This person will work as part of a three-person sales team with common goals (*modify based upon your structure*). Responsibilities include:

- Identification, development, and acquisition of new customers.
- Securing additional sales from existing customers, as well as the maintenance of such customer relationships.
- Establishment and daily management of a prospect sales-funnel program. They will establish and manage the key milestones needed to qualify a prospect or bring the order to a close.
- Establishment of monthly, quarterly, and annual sales forecasts.
- Performance to sales quotas on a monthly, quarterly, and annual basis.
- Weekly sales funnel progress reporting.
- Management of a travel and entertainment budget.
- Customer input to marketing regarding product and service improvements as identified from prospect contact.
- (*Other as required*)

Required Skills & Experience:

- Five or more years of proven regional / national direct B to B new customer selling experience in the (*insert*) or related industry.
- Proven experience developing and maintaining (*small, medium, large*) account relationships.
- Able to provide annual sales performance to quota for all years of experience.
- Able to describe the process by which they were successful.
- Proven experience developing and managing travel and entertainment budgets
- (*Other as required*)

Like to have experience:

- Proven selling experience specifically in the (*insert*) industry
- Ten or more years of proven field sales experience
- (*Other as desired*)

Compensation:

- Salary plus incentive compensation program
- Medical and dental insurance
- 401k program with company match
- Company vehicle (or car allowance)
- Paid holidays and vacation