

Job Overview – Sales Representative

We are in search of an energetic and passionate Sales Representative to join our team.

As a Sales Representative, your role will be to ensure a smooth sales process and maximize the sales of goods offered by the company. You will be responsible for finding out prospective customers and closing the sales. You will also be responsible for writing sales

reports and creating sales proposals. Moreover, you should have detailed information on the products and services offered by the company. You will be in direct contact with the customers so you should be presentable and well aware of the company's policies

and procedures.

Besides this, you should possess excellent convincing abilities as well as good communication skills. You should also possess

outstanding sales skills and the ability to work in a team environment as and when needed.

You should discuss contracts with potential customers. Your ultimate goal should be to generate leads and promote sales. You

should be well aware of the sales dynamics and various sales approaches

If you think you are fervent and ready to join our dynamic team, we would like to meet you.

Responsibilities

- Identifying new sales opportunities and emerging market trends
- Maintaining a healthy relationship with the clients.
- Sell products and services by convincing the customer.
- Explain the complete details of the product to the customer.
- Answering client's questions in a professional manner.
- Ensuring the company meets the sales targets.

- Coordinate with other team members as well as other departments.
- Take notes of customer demands, needs and preferences.
- Provide existing customers with exceptional support.
- Process orders and sales contracts.
- Noting customer requirements or orders and processing the same to the concerned department

Skill Required:

- Bachelor's degree in relevant field. (Currently pursuing Graduation can apply)
- Computer proficiency - Intermediate in computer Skills – MS Word, MS Excel and Outlook
- Communication skill - Should have verbal, writing knowledge of English
- Excellent time management skills.
- Excellent problem solving and networking skills.
- Ability to meet and exceed sales quotas.
- Good networking and people skills.
- Adhere to high-quality customer service.
- Good telephone etiquettes.

Salary: As per Industry & Candidate standard.