SALES REPRESENTATIVE

Job Description:

**Sales Representatives** are responsible for selling a company's products by identifying leads, educating prospects on products through calls, trainings, and presentations, and providing existing customers with exceptional support.

Job Responsibilities:

* Managing large volume of customer calls
* Be friendly and helpful
* Resolve questions and service issues for customers via phone, email and text
* Accurately document customer interactions
* Determine opportunities for new sales
* Sell products and services to established customers through up-selling and cross-selling
* Identify and act as a company ambassador at all times
* Focus on the needs of the customer
* Gain and maintain knowledge of the company’s products and services offered

Job Qualifications:

* Associates in business
* Bachelors in business or related field preferred
* Experience as a Sales Representative

Opportunities as an Sales Representative or are available for applicants without experience in which more than one an Sales Representative is needed in an area such that an experienced an Sales Representative will be present to mentor.

Job Skills Required:

* Ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Resourcefulness and ability to problem solve
* Outstanding communication and interpersonal skills
* Ability to not take customer issues personally
* Understanding of sales psychology
* Good listening skills