

Position Title:	Sales Representative	Name:	
Reports to:		Location:	
Start Date:		Department:	
Primary Purpose of Position:			
The primary purpose of this position is to be a contact for potential clients. The Sales rep will serve customers by selling products to meet customer needs. They are responsible for all sales activities in assigned accounts or regions. They will be required to manage quality and consistency of product and service delivery to meet expectations/target levels.			

Key Responsibilities & Duties:

Major Responsibilities include but are not limited to:

1. Major Accountabilities

(Generic Responsibilities)

- Present and sell company products and services to current and potential clients
- Prepare action plans and schedules to identify specific targets and to project the number of contacts to be made
- Follow up on new leads and referrals resulting from field activity
- Identify sales prospects and contact these and other accounts as assigned
- Prepare presentations, proposals and sales contracts
- Develop and maintain sales materials
- Establish and maintain current client and potential client relationships
- Prepare paperwork to activate and maintain contract services
- Manage account services through quality checks and other follow-up
- Identify and resolve client concerns
- Prepare a variety of status reports, including activity, closings, follow-ups, and adherence to goals
- Communicate new product and service opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff
- Ensure all activities are conducted in accordance with all OHS requirements
- Follow the company's policies and procedures at all times

(Additional Responsibilities where applicable)

- Adjust content of sales presentations by studying the type of sales outlets or trade factors
- Submit orders by referring to price lists and product literature
- Keep management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses
- Monitor competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc
- Recommend changes in products, service, and policy by evaluating results and competitive developments
- Resolve customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks
- Provide historical records by maintaining records on area and customer sales
- Contribute to team effort by accomplishing related results as needed.

2. General:

- Meet attendance requirements
- Work without constant supervision
- Be effective in meeting deadlines
- Produce accurate and quality work
- Achieve improved business performance
- Meet all requires of employment contract
- Implement company policies as required

3. Working Relationships

Internally this position works with:

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Externally key working relationships are with:

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Key Competencies

- Excellent customer service skills
- Product knowledge
- Ability to persuade and influence others
- Ability to develop and deliver presentations
- Ability to create, compose, and edit written materials
- Strong interpersonal and communication skills
- Ability to maintain a professional appearance and provide a positive company image to the public

Agreement

I have read this Position Description and confirm that:

- I fully understand the content and agree that it forms the basis of my employment at UBT
- I understand that the company may change the Position Description from time to time to suit the needs of the business

Signed

Employee.....Date:.....

Signed

Manager:.....Date:.....