

October 2017

# Sales Representative Job Description

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## Job brief

BOTique.ai is looking for a results-driven sales representative to actively seek out and engage customer prospects. You will provide complete and appropriate solutions for every customer in order to boost top-line revenue growth, customer acquisition levels and profitability.

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# Responsibilities

- Present, promote and sell products/services using solid arguments to existing and prospective customers
- 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
- Analyze the territory/market's potential, track sales and status reports
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- Keep abreast of best practices and promotional trends
- Continuously improve through feedback

# Requirements

- Proven work experience as a sales representative
- Excellent knowledge of MS Office
- Familiarity with BRM and CRM practices along with ability to build productive business professional relationships
- Highly motivated and target driven with a proven track record in sales
- Excellent selling, communication and negotiation skills
- Prioritizing, time management and organizational skills
- Ability to create and deliver presentations tailored to the audience needs
- Relationship management skills and openness to feedback
- Advantage: BS/BA degree or equivalent