



WE ARE LOOKING FOR A **SALES REPRESENTATIVE**



KEY ROLE

The Sales Representative is responsible for managing a client book and proactively communicating with clients to ensure satisfaction/retention while continuously increasing sales opportunities and closing new business deals. This individual will be responsible for building key client relationships and maintaining seamless client-stakeholder business operations.



RESPONSIBILITIES

may include but are not limited to

- Contact 50+ leads both existing & prospective clients daily and book 4+ web sales demonstrations weekly.
- Serves customers by selling products and services and reviews pricing while meeting customer needs.
- Work closely with the client to increase sales, develop sales opportunities and maximize revenue for the organization by researching and identifying potential clients .
- Provide support in planning and preparing sales presentations
- Communicate products and services to prospective clients.
- Follow up new business opportunities and set up meetings.
- Help manage existing clients, ensure they remain satisfied and positive.
- Foresee existing clients' needs and implement strategies accordingly.
- Create weekly/monthly forecasts on revenue/target management and end of month reports on revenue and sales performance.
- Identify changing market trends and monitor competition that may impact the client's business and puts plans into action to make a positive contribution.
- Evaluate current sales performance and identify areas for opportunity and development to reach full potential.
- Provide feedback to the client through gathering, creation and interpretation of data and reports.
- Manage, organize and constantly update contacts and records in Salesforce
- Maintain compliance with company policies, practices, and procedures set by the client



QUALIFICATIONS

- Should have at least 2-4 years of sales /business development experience with US-Based clients
- Comfortable handling 100% voice tasks specifically cold-calling
- Highly motivated and has passion for sales and great negotiation closing skills
- Must have a deep understanding of marketing principles.
- Must possess great communication skills both verbal and non-verbal
- Must have strong attention to detail, able to exercise good judgement and can work with minimum supervision
- Should possess good time management and organizational skills
- Must be determined, outgoing, positive, articulate and diplomatic.
- Strong working knowledge of Microsoft applications
- Amenable to work at night based on the client's timezone



SYSTEM REQUIREMENTS

- Computer Processor: at least i3 (for both primary and back-up computers)
- Computer Memory/RAM: at least 8.00 GB (for both primary and back-up computers)
- Computer Operating System: at least Windows 7 64-bit

Internet Speed

- Primary Connection: running on a 10 Mbps wired plan (above 10Mbps preferred)
- Back-up Connection: running at least 10 Mbps

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