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| D:\i2  Logo | Job Description – SME Sales Representative |

**Job Specifications:**

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| Divisions Activity | Commercial |
| **Director’s Title**  | Commercial Director |
| **Manager’s Title** | Corporate Sales Manager |
| **Direct Superior's Title** | SME Sales Supervisor/Manager |
| **Position’s Title** | SME Sales Representative |
| **Number of Subordinates:** |  |
| **Number of holders of the same title** | 22 |
| **Work Station/Premises Location** | Territory Remote Office  |
| **Total Number of years of experience** | 0-1 |
| **Professional experience** | 1 |
| **Age (Average)** | 22-25 |
| **Required Qualifications** | University Degree |
| **Major Responsibilities:*** Develop and Commits with Fixed Journey plan for his territory.
* Update customer base and expand it to reach the most potential SME customers.
* Achieve cycle objective with on line SME co-plan.
* Achieve and establish his territory sales fundamentals.
* Build and establish good and healthy relation with all customers in full alignment with brand strategy.
* Is in charge of customers’ satisfaction & complaints and recommends best methods for customer retention.
* Fast and accurate conductor for market dynamics and competitor activities to the company as well as his feedback recommended the counterattack.
* Conducts periodic reports on the proper and agreed time to his supervisor moreover constantly monitor the achievement of cycle/ yearly objectives.
* Provide the initiatives to recommended breakthrough ideas that lead to business development
* Operates efficiently, with integrity and economically**.**
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| **Skills:** |
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| **Language Skills:**Converse and write well in English Language |
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| **Computer Skills:**Good in using Microsoft (excel- power point- word) |
| **Other Skills:*** Energetic and able to handle multiple tasks under pressure
* Excellent problem solving skills.
* Proactive performance and goal oriented.
* Good communication skills and team working.
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| **Person’s Profile:** (self-motivated, presentable, logical, good listener, communicative, self-confident, etc.) |
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