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

**Job Specifications:**

|  |  |
| --- | --- |
| 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**.** | |
|  | |
| **Skills:** | |
|  | |
| **Language Skills:**  Converse and write well in English Language | |
|  | |
| **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. | |

|  |
| --- |
| **Person’s Profile:** (self-motivated, presentable, logical, good listener, communicative, self-confident, etc.) |
|  |
|  |
|  |