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

**Job Specifications:**

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| Divisions Activity | Commercial |
| **Director’s Title**  | Commercial Director |
| **Manager’s Title** | Regional Sales Manager |
| **Direct Superior's Title** | Branch/District manager |
| **Position’s Title** | Sales Rep. |
| **Number of Subordinates:** | 0 |
| **Number of holders of the same title** | 120 |
| **Work Station/Premises Location** | All Branches |
| **Total Number of years of experience** | 2 to 3 years |
| **Professional experience** | Fresh or 3 years sales background  |
| **Age (Average)** | 20 to 28 years |
| **Required Qualifications** |  |
| **Major Responsibilities:** |
| * Work on daily route basis taking into account the following: van condition, stock, road directions, the numbers of customers to be visited, numbers of visits to each customer, the suitable time for visits and post sales follow-up.
* Developing existing costumers’ relations& generating new sales. Maintaining dialog with existing customers to provide product support, product information and update pricing.
* Work on building new relationships of new clients in the same geographical region in order to increase the company’s sales.
* Process work order and complete all sales paperwork such as (Invoices, Receipts, stock balance and other, etc.) and follow up the reporting system required by his/her supervisors.
* Review and follow the daily balance and the quantity of goods received, which ensure the availability of all modern models, in order to ensure the delivery requirements for clients in a timely manner.
* Identify customer problems, needs and requirements.
* Ensure collection of cash & cheques from customers and deliver to the branch accountants to close the sales cycle.
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| **Skills:** |
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| * **Language Skills:**

Fluent Arabic speaking and writing |
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| * **Computer Skills:**

Good computer skills |
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| * **Other Skills:**
* Strong interpersonal and good communication skills.
* Good Customers’ service skills.
* Ability to Negotiates terms of sale and services with customer and knowledge of opening, detailing and closing deals.
* Ability to work under pressure in different conditions.
* Ability to drive a car
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| **Person’s Profile: (self-motivated, presentable, logical, good listener, communicative, self-confident, communicative, etc.)** |
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