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