

# Sales Rep. Position



## Job Title: Sales Representative

### Job Summary:

The Sales Representative will be responsible for generating new business by calling potential leads, contacting old customers, knocking on doors, and following up with signed-up customers at least once per year. The ideal candidate will have experience in sales and be able to build and maintain relationships with customers. They will be a self-starter and have a strong commitment to meeting and exceeding sales targets.

### Responsibilities:

- Identify potential customers and generate leads through cold-calling, door-knocking, and other methods
- Follow up with potential customers and provide information about products and services
- Build and maintain relationships with existing customers and follow up with them at least once per year
- Meet or exceed monthly and quarterly sales targets
- Collaborate with the sales team and other departments to ensure customer satisfaction and product quality
- Keep accurate records of sales activity and customer interactions
- Attend training and professional development opportunities as required

### Requirements:

- High school diploma or equivalent required; some college coursework in sales or a related field preferred
- 1-2 years of experience in sales or a related field
- Excellent communication and customer service skills
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Familiarity with CRM software and other sales tools
- Valid driver's license and reliable transportation

If you meet the qualifications and are interested in this opportunity, please submit your resume and cover letter for consideration.

- Strong sales and negotiation skills
- Ability to build and maintain relationships with customers
- Excellent communication and customer service skills
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Familiarity with CRM software and other sales tools
- Strong attention to detail and accuracy
- Valid driver's license and reliable transportation

**Experience:**

- 1-2 years of experience in sales or a related field is preferred
- Experience with cold-calling, door-knocking, and other sales techniques
- Experience with CRM software and other sales tools
- Experience meeting or exceeding sales targets

**Working Conditions:** This position will require the employee to work primarily outside of the office, with frequent travel required. The employee may be required to work evenings and weekends to meet customer needs.

**Salary and Benefits:** Salary for this position will be commensurate with experience, with additional commission opportunities based on sales performance. Benefits may include health insurance, retirement savings plan, and paid time off.

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