

Job Title:	Sales Representative	Date:	
Department		Employee Name	
Location:		Travel Required:	
Level/Salary Range:		Position Type:	
HR Contact:			
Will Train Applicant(s):			
Internal posting:			
Job Description			
<p>Job Purpose: Serves customers by selling products; meeting customer needs.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors. • Adjusts content of sales presentations by studying the type of sales outlet or trade factor. • Focuses sales efforts by studying existing and potential volume of dealers. • Submits orders by referring to price lists and product literature. • Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses. • Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc. • Recommends changes in products, service, and policy by evaluating results and competitive developments. • Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management. • Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. • Provides historical records by maintaining records on area and customer sales. • Contributes to team effort by accomplishing related results as needed. • To comply with the Transmark Health & safety system, manuals and procedures • To comply with all quality policies and procedures which Transmark Fc authorize and apply in accordance with the Qsafe standard <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Customer Service, Meeting Sales Goals, Closing Skills, Territory Management, Prospecting Skills, Negotiation, Self-Confidence, Product Knowledge, Presentation Skills, Client Relationships, Motivation for Sales 			
Reviewed By:		Date:	
Approved By:		Date:	
Position:		Signature:	
Last Updated By:		Date/Time:	
Employee's Name		Employee's Signature	
		Date	