

Corporate Sales Representative

JOB DESCRIPTION

Job Purpose

Responsible for the sales activities of area related products in assigned accounts in the Lebanese market expanding department clients' database. Manage quality and consistency of product and service delivery.

Key Accountabilities

General Operations:

- Develops and implements effective visit plans for existing clients to analyze needs, propose solutions, demonstrate products, show samples and take orders to meet targets.
- Searches the market and identifies sales prospects.
- Makes appropriate contacts to understand needs, propose alternatives and demonstrate appropriate products to meet new prospect needs.
- Prepares quotations and sells area related products and services to current and potential clients expanding department clients' database and exceeding target.
- Quotes and negotiates prices, terms of sales, and other specifications according to company policies. Prepares sales and service agreements and records orders.
- Answers clients' inquiries, identifies and resolves their concerns through orientation sessions explaining product features, specifications and capabilities for better product selection and successful convincing.
- Follows-up with Sales Coordinator to ensure availability of products based on clients' needs.
- Follows –up with clients the quality of products and service. Communicates new products and service opportunities. Proposes special sales activities to reduce stock. Establishes positive relationships and maintains rapport for continuous business process.
- Follows –up the preparation and delivery of statement of accounts to clients. Participates in collecting due payments and coordinates with internal concerned personnel to ensure all due payments are collected.

Self-Development

- Keeps up-to-date with service and products provided by competitors.
- Ensures own performance and ongoing learning.

Prerequisites

- Respects all of the company's internal rules, policies and procedures.
- Analyzes and fills all required reports on daily, weekly, monthly and yearly bases.
- Sets a good example regarding punctuality, hygiene, attendance and attitude.
- Performs other duties in line with scope of work and as assigned by the direct manager when needed.

Qualification Requirements:

Educational degree: Bachelor degree in business management, Sales or equivalent

Computer Skills: Ms. Office

Language Skills: Expert (English), Proficient (Arabic).

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical Thinking – Level 2**

Sees Basic Relationships: Takes apart problems into pieces. Sorts out and links a list of tasks in order of importance.

- **Achievement Orientation – Level 2**

Understands and focuses on goals & targets: Works hard to meet set goals and targets, and does not get distracted. Uses own methods to measure outcomes and improve performance.

- **Impact & Influence – Level 3**

Calculates the Impact of Actions: Adapts a discussion to appeal to the interest and level of clients and others; anticipates and prepares for others' reaction.

- **Customer Service – Level 3**

Takes Action for the Client: Sees things from the client point of view. Takes actions beyond normal client expectations.

- **Relationship Building – Level 2**

Builds Rapports: Builds or maintains rapport with a wide circle of friends. Pursues friendly relationships with associates, clients and others.