



## JOB DESCRIPTION FORM

ID Code: **Doc.40**

**Title: Technical Sales Representative**

**Department: Sales**

### **JOB BRIEF:**

We are looking for a results-driven Technical sales representative to actively seek out and engage customer prospects, generates revenue by soliciting and obtaining orders; understanding and interpreting technical requirements; providing technical information; developing accounts.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Include the following but are not limited to the job specifications contained herein. Additional duties or job functions that can be performed may be required as deemed necessary by supervisory personnel.

- 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.
- Present, promote and sell products/services using solid arguments to existing and prospective customers
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
- 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 sales.
- 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
- Establish, develop and maintain positive business and customer relationships
- Achieve agreed upon sales targets and outcomes within schedule Maintains. and improves quality results by following standards; recommending improved policies and procedures.
- Updates job knowledge by studying new product descriptions; participating in educational opportunities.

#### **SKILLS & QUALIFICATIONS:**

- Meeting Sales Goals, Client Base, Closing Skills, Prospecting Skills, Technical Understanding, Building Relationships, People Skills, Data Entry Skills, Customer Focus, Professionalism, Motivation for Sales,
- Excellent selling, communication and negotiation skills
- Prioritizing, time management and organizational skills
- Ability to create and deliver presentations tailored to the audience needs

#### **EDUCATION:**

Bachelor of Science in Engineering/chemistry/Veterinary or Pharma .

#### **LANGUAGE SKILLS:**

Ability to write and speak English language is a must.

#### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.