

## Sales Representative

### Sales Representative Job Duties:

- Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential customers
- Adjusts content of sales presentations for different audiences
- Product demonstrations
- Contract negotiation
- Focuses sales efforts by studying existing markets
- 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 sales analyses.
- Monitors competition by gathering current marketplace information on pricing, products, new products, 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; conferences; reviewing professional publications; establishing personal networks; participating in professional societies.
- Provides historical records by maintaining records on territory and customer sales.
- Contributes to team effort by accomplishing related results as needed.

### Sales Representative Skills and Qualifications:

Degree in Business, Marketing, economics or related degree, Customer Service, Meeting Sales Goals, Closing Skills, Territory Management, Prospecting Skills, Negotiation, Self-Confidence, Product Knowledge, Presentation Skills, Client Relationships, Motivation for Sales. Competency in Microsoft applications, ability to work in fast paced environment

**Deadline:** March 27, 2019

**Salary range:** negotiable

### Email Resume and Cover Letter to:

Human Resources

GeoTechVision Enterprises Ltd

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