



7 OSER AVENUE
HAUPPAUGE, NY 11788-3808
TEL: 631-951-4908
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JOB DESCRIPTION

TITLE: Sales Representative
DEPARTMENT NUMBER: 500
REPORT TO: Director of Sales

JOB SUMMARY: Sell goods to businesses or groups of individuals. Work requires knowledge of items sold.

DUTIES AND RESPONSIBILITIES

- Contact new and existing customers to discuss their needs, and to discuss how these needs could be met by our products and services
- Answer customer questions about products, process, availability, product uses, and credit terms
- Recommend products to customers based on customer needs and interests
- Contact regular and prospective customers to demonstrate products, explain product features, and solicit orders
- Estimate or quote prices, credit or contract terms, warranties and delivery dates
- Consult with clients after sales or contract signings to resolve problems and to provide ongoing support
- Prepare estimates and bids that meet specific customer needs
- Provide customers with product samples and catalogs
- Identify prospective customers by using business directories, following leads from existing clients, and attending trade shows and conferences
- Monitor market conditions, product innovations, and competitors' products, prices, and sales

QUALIFICATIONS

- **Education:** High School diploma or equivalent
- **Training:** Must become knowledgeable in the products we sell
- **Experience:** 2-3 years sales experience preferred

Employee Name: _____

Employee Signature: _____ Date: _____