**SALES REPRESENTATIVE**

**WHOLESALE JOB DESCRIPTION**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Job Position/Title: [SPECIFY JOB TITLE HERE] | Department: [SPECIFY DEPARTMENT HERE] |
| Reports To: [SPECIFY HERE] | Working Days and Hours: [SPECIFY HERE] |
| Salary: $[AMOUNT]/ month | Others: [SPECIFY HERE] |

**DUTIES**

* Provide satisfactory answers to customers with questions regarding the company’s products, services, prices, uses, and so on.
* Assist customers in finding the suitable products or services that will address their needs.
* Determine prospective clients for the company by attending trade conferences, seeking references from current customers, and utilizing business directories.
* Initiate contact with and persuade new, prospective customers to purchase products and/or services provided by the company that best suit their preferences.
* Constantly update current and regular clients about new products and/or services being offered by the company.
* Constantly develop new strategies and innovations with fellow employees, such as:

[SPECIFY STRATEGIES AND INNOVATIONS HERE]

* Prepare sales contracts for the company.
* Negotiate sale agreements in terms of the prices and services it offers.
* Negotiate price and service offerings.
* [SPECIFY OTHER DUTIES AND RESPONSIBILITIES HERE].

**OTHER REQUIREMENTS**

* A Bachelor’s degree in [SPECIFY HERE] (or any other related course)
* [NUMBER] years experience as a sales representative (wholesale) is not necessary, but preferable
* Well organized
* Fast learner
* Can work well under pressure
* Great leadership skills
* Can work well in a team
* Can work well independently
* Professional and pleasing personality
* Others (Please Specify): \_\_\_\_\_\_\_\_\_\_\_\_