



Technical Sales Representative Job Description

Title

Technical Sales Representative

Reports To

Aaron

Summary

The Sales Representative is primarily responsible for sales activities including:

- Greeting showroom customers and providing guidance on where they may find items
- Answering customer phone calls, emails, providing product information, and taking orders
- Following up on leads to expand business
- Advising customers on the use of products

Job Duties

- Greet customers and provide guidance on where they may find items within the showroom.
- Maintain a high level of customer service while generating sales.
- Follow up on leads provided by the Sales Manager
- Maintain a high level of product knowledge.
- Advise customers on the use and care of products.
- Build quotes, enter sales orders, and co-ordinate delivery dates.
- Operate computerized sales order management system.
- Ensure accuracy in all transactions and procedures.
- Work in partnership with managers and other employees to maximize showroom sales.
- Assist with setting up merchandise displays and showroom maintenance.
- Maintain a professional appearance, demeanor, and attitude at all times.
- Performs other duties as required.

Core Competencies

- Sales and Customer Focused
- Results Oriented
- Strong Communicator
- Strong Team Player
- Creative and Innovative Problem Solver
- Ethics and Integrity
- Accountability and Dependability

Job Requirements

- High school diploma or equivalent required
- Ability to work in a fast-paced, dynamic environment.
- Ability to make sales to achieve performance in alignment with goals and objectives.
- Excellent customer service and communication skills.
- Motivated and creative team player.
- Strong knowledge of retail sales principles, methods, practices, and techniques.
- Strong problem identification and objection resolution skills.

Work Conditions

- Showroom Sales Counter