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Job Description

Job Description for: **Sales Representative**

Establishes and maintains relationships and communication with current & potential customers. Ensuring the revenue of the company stays positive. Moves sales orders forward by acquiring and providing the necessary information from the customer.

Tasks

Manage, service and grow assigned accounts daily

Prospect and develop new accounts daily

Develop long-term customer relationships with key contacts via phone and personal visits.

Alert management of exceptional opportunities for prioritized handling

Submit weekly reports to management.

Knowledge

Sales Expertise — Knowledge of how to properly communicate with a customer with the intent to sell.