



## **Sales Executive**

### **Sales Executive Job Responsibilities:**

Builds business by identifying and selling prospects; maintaining relationships with clients.

### **Reporting Line:**

Reporting to: This position will be reporting to the Managing Director

### **KEY DUTIES AND RESPONSIBILITIES:**

- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Prepares reports by collecting, analyzing, and summarizing information.
- Maintains quality service by establishing and enforcing organization standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

### **Sales Executive Skills and Qualifications:**

- Presentation Skills.
- Client Relationships.
- Emphasizing Excellence.
- Energy Level.
- Negotiation.
- Prospecting Skills.
- Meeting Sales Goals.
- Creativity, Sales Planning.
- Independence, Motivation for Sales.