

Sales Executive job description

Use this **Sales executive job description** template to attract and hire qualified candidates. Feel free to tweak or add any sales executive duties that make sense for your company. [Post now on job boards.](#)

Sales Executive Job responsibilities include:

- Conducting market research to identify selling possibilities and evaluate customer needs
- Actively seeking out new sales opportunities through cold calling, networking and social media
- Setting up meetings with potential clients and listening to their wishes and concerns

Job brief

We are looking for a competitive and trustworthy **Sales Executive** to help us build up our business activities.

Sales Executive responsibilities include discovering and pursuing new sales prospects, negotiating deals and maintaining customer satisfaction. If you have excellent communication skills and feel comfortable reaching out to potential customers to demonstrate our services and products through email and phone, we'd like to meet you.

Ultimately, you'll help us meet and surpass business expectations and contribute to our company's rapid and sustainable growth.

Responsibilities

- Conduct market research to identify selling possibilities and evaluate customer needs
- Actively seek out new sales opportunities through cold calling, networking and social media

- Set up meetings with potential clients and listen to their wishes and concerns
 - Prepare and deliver appropriate presentations on products and services
 - Create frequent reviews and reports with sales and financial data
 - Ensure the availability of stock for sales and demonstrations
 - Participate on behalf of the company in exhibitions or conferences
 - Negotiate/close deals and handle complaints or objections
 - Collaborate with team members to achieve better results
 - Gather feedback from customers or prospects and share with internal teams
- Requirements
- Proven experience as a Sales Executive or relevant role
 - Proficiency in English
 - Excellent knowledge of MS Office
 - Hands-on experience with CRM software is a plus
 - Thorough understanding of marketing and negotiating techniques
 - Fast learner and passion for sales
 - Self-motivated with a results-driven approach
 - Aptitude in delivering attractive presentations
 - High school degree
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