

Salesman Job Description

- Maintain and develop friendship with the company's existing customers by ensuring regular contact with them through meetings, speaking with them on the phone, and also communicating with them by email.
- Pay visit to prospective customers in assigned locations to answer their questions and resolve whatever issues they may be having about the company's products, and to ask for new orders.
- Compile customer and market information useful for planning and executing sales.
- Build prospective customer list from business directories, colleagues in the industry, and industry contacts, to use as lead in recruiting new customers and making new sales.
- Negotiate issues such as price variation, product delivery and specifications with managers.
- Discuss special promotions with managers and provide advice on upcoming product design and development.
- Collaborate with product suppliers to ensure existing orders are delivered.
- Ensure goods on display in the showroom are of good quality.
- Document all order information and purchases and send copies to the Manager at the close of work.
- Periodically review sales achievements for the purpose of improving future performance.
- Strive towards having better understanding of customers and their requirements so as to be able to advise them in making better purchasing decision.
- Ensure cost calculations are accurate and provide quotations, and credit terms to customers.
- Introduce company's products to customers while emphasizing products' strongest features.