



NEWCOM

JOB DESCRIPTION

JOB DESCRIPTION: Sales Executive

DEPARTMENT: Sales

DIRECT REPORT: Director of Sales

JOB OBJECTIVES:

The Sales Executive is responsible for building business by identifying and selling to prospects. Responsible for maintaining relationships with clients and maximization of sales for NEWCOM products and services. Responsible for attaining company sales goals set by CEO. The Sales Executive is comfortable making sales calls over the phone as well as in person. Additionally, the Sales Executive will be expected to conduct demonstrations through web meetings, at trade shows/conferences, and face-to-face with clients and prospects.

RESPONSIBILITIES:

- Responsible for the planning and coordinating organization's movement of the customers or the distribution of the products to them
- Displays good organization in gathering customer and market information to deliver designed specifications with the variation in prices to solve customer needs
- Identifies business opportunities by identifying prospects and evaluating their position in the industry, researching and analyzing solutions
- Responsible for attending exhibitions, trade shows, and events to sell and promote products
- 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
- Develop new opportunities and close existing ones
- Ensure appropriate and timely delivery of service and products
- Follow up on service and / or product once the delivery has been made
- Research market trends and products

- Arrange meetings with potential clients
- Negotiating the terms of an agreement and closing sales
- Gathering market and customer information
- Report sales progress and forecast updates to Director of Sales
- Participate in weekly sales calls with the team and proactively share updates
- Adheres to all company policies, procedures, and business ethics and code of conduct and ensures that they are communicated and implemented within the company

RELATIONSHIPS AND ROLES:

- Expected to represent company, and be knowledgeable of the services and products
- Liaise with suppliers and manufacturers to ensure appropriate product delivery
- Make initial customer contact through visits or calls – “Hunter”
- Follow-up with NEWCOM customers to ensure high levels of client satisfaction
- Maintain contact with customers to grow NEWCOM business – “Farmer”
- Demonstrate ability to interact and cooperate with all company team members
- Ensure correct usage of CRM and other sales applications
- Set examples for team members in areas of personal character, commitment, organizational and selling skills, and work habits
- Participate and complete product training per company yearly goals

SPECIFICATIONS:

- Bachelor’s degree required in business or management; Graduate degree preferred
- 5-7 years minimum business/sales/administrative experience
- Strong business-related knowledge
- Strong communication and interpersonal skills
- Proven track record and success in a results-oriented company
- Able to maintain a good work-life integration
- Highly motivated self-starter, proactive, and can work as a team and independently on tasks
- Proficient in all Microsoft Office products
- Adaptable and reliable to work from home by adhering to the company policy
- Capable to thrive in today’s competitive market
- Willingness to travel and work in a global team of professionals, 20% travel
- Able to operate in a fast-paced and changing market environment