

Outside Sales Representative Job Description

OSR responsibilities will include, but are not limited to:

- The purpose in your position is to increase business/ sales and interest in our Mont Quartz Line.
- To gather, update and add to the company database as information changes and new companies appear.
- To meet all ancillary customers listed in the database within the territory on a regular basis.
- Make personal visits to the 4 NEW contacts on your chart
- Upon completion of the 4 pre-set calls each day, randomly Google search (or other search engine) additional NEW business contacts in the area and visit them
- To keep the customers informed about our engineered quartz products and services on a regular basis.
- To understand individual customer's profile and then try to customize our sales effort to suit their needs.
- Sales call reports have to be submitted to management team on a daily basis in the format laid down.
- Develop and maintain a CUSTOMER ORIENTED approach. Respond to all messages and e-mails in proper time and with complete detail.
- Once all of your NEW and SEARCHED visits are complete, conduct follow-up with pre-existing contacts
- Enter all NEW contacts and follow-up calls into SPS with thorough notes on each activity DAILY** (this is MANDATORY)