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## **Job Description – Co-op Regional Sales Representative**

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### **Title**

Co-op Regional Sales Representative

### **Reports To**

Regional Sales Manager

### **Summary**

The Co-op Regional Sales representative assists the Regional Sales Manager and other representatives to investigate and build rapport with prospects and leads within their given location. The Co-op Regional Sales Representative works to maintain working relationships with potential clients while analysing their needs and explain what Canada Auto Solutions has to offer them. He/she handles client sales and technical - queries, product demonstrations and follow up meetings. All client negotiations and order finalizations will be handled the Regional Sales Manager. The Co-op Regional Sales Representative will learn the relationship building and communication skills necessary to be an effective sales representative.

### **Core Competencies**

- Customer Focus
- Communication
- Energy & Stress
- Quality Orientation
- Adaptability/ Flexibility
- Time Management
- Creative and Innovative Thinking
- Problem Solving
- Development and Continual Learning
- Result Focus
- Accountability and Dependability
- Ethics and Integrity
- Providing Consultation
- Mathematical Reasoning
- Planning and Organizing

## **Job Duties**

- Makes outbound calls to potential and existing customers by telephone or e-mail to maintain relationships, provide information on products and services which result to be productive and profitable.
- Provides product demos on request to qualified customers.
- Completes demonstrations that are accurate, thorough, and timely.
- Analyse customer requirements, areas for growth and suggest opportunities.
- Emphasizes saleable features, quotes prices and credit terms, and direct all potential or actual sales to the Regional Sales Manager.
- Develops a method of follow up on all previous quotations or sales made by the sales team.
- Maintains accurate, complete and timely sales information for internal and marketing use.
- Overcomes business and technical objections of prospective customers.
- Addresses customer concerns in a professional, productive, and timely manner.
- Handles inbound sales calls to convert calls into sales/sales meetings.
- Accurately estimates date of delivery to customer based on knowledge of (Canada Auto Solutions) production and delivery schedules.
- Prepares accurate business transactions reports. Reports must be filled out on a daily basis and are due by 8:45 am of the following working day.
- Prepares and keeps dealer data base current and helps the region sales managers with budgets.
- Works with outside sales representatives to keep account activities and literature current, accurate, and complete.
- Investigates and professionally resolves customer complaints regarding deliveries.
- Attends trade shows as necessary with the Regional Sales Manager for potential sales or rapport building.
- Analyze the effectiveness of sales programs; recommend and implement changes based on findings.
- Develop and implement distribution strategies and other growth opportunities.
- Develop, manage, and nurture new business accounts and partnerships to accomplish profit and volume goals.
- Complete other duties as necessary.

## **Requirements**

- University/ College degree in related field.
- Practical or Academic experience in all aspects of sales, including growth strategies, distribution channel management, account development, and business planning.
- Knowledge of retail and/or wholesale sales principles, methods, practices, and techniques.
- Ability to understand, fulfill and aid in sales operations, policies and strategies.
- Solid negotiation, conflict resolution, and people management skills.
- Able to build and maintain lasting relationships with corporate departments, key business partners, and customers.
- Willingness to learn and grow.
- Strong problem identification and problem resolution skills.
- Ability to create and edit sales materials and presentations.
- Able to effectively communicate both verbally and in writing.
- Ability to coordinate and organize meetings, exhibits, and other events.
- High level of proficiency with [...] software packages.

## **Work Conditions**

- Travel required.
- Manual dexterity required to use desktop computer and peripherals.
- Able to conduct presentations, and meetings.
- Overtime as required.

Name:

Date:

Signature: