

# Outside Sales Representative Job Description template

## Outside Sales Representative Job Description Template/Brief

As an Outside Sales Representative, you will be responsible for generating new business by prospecting and networking. Additionally, you will be responsible for maintaining relationships with current clients and increasing the amount of business they do with the company. The ideal candidate will have excellent communication skills, be highly organized, and have a strong work ethic.

## Outside Sales Representative Job Profile

As an outside sales representative, you play a critical role in the growth and development of your company. You are responsible for generating new business by prospecting and developing relationships with potential customers. You will work closely with your sales team to close deals and grow your territory. In this role, you will be expected to travel often and work independently. A successful outside sales representative must be driven, organized, and possess excellent communication skills.

## Reports To

- Sales Manager

## Outside Sales Representative Responsibilities

- Prospecting for new business
- Developing relationships with potential customers
- Closing deals and growing your territory
- Traveling often and working independently to meet customers
- Achieving sales quotas
- Creating and maintaining a sales pipeline
- Reporting sales activity to your manager
- Participating in sales meetings and training
- Maintaining relationships with existing customers

## Outside Sales Representative Requirements & Skills

- Bachelor's degree
- Proven sales experience
- Experience engaging potential customers via cold-calling
- Strong communication and presentation skills
- Ability to work independently
- Drive and motivation to reach sales quotas