

### **GJ.13.01 Sales (Inside) Representative**

Cholargos, Attica, Greece · Marketing n Sales · GJ.13.01

#### **DESCRIPTION**

- Applying the basic marketing strategy of our company and specialization by the customer (setting goals).
- Implementing the basic sales and marketing tasks.
- Monitoring and analysing the results of marketing and sales tasks in accordance with the goals.

#### **Job responsibilities:**

- Deep knowledge of the company's services and the products.
- Conducting market research, spotting the competitors and analysing the solutions that they provide in comparison to our products and services.
- Design and development of products' and services' presentations (PowerPoint presentation).
- Contacting existing or potential customers and selling company's products and services.
- Prototyping the sales process methodology applied on customers. (reaching out, presenting, handling objections, closing).
- Analysing and evaluating the effectiveness of the sales process methodology (basic argumentation, measure its effectiveness towards the closing).
- Mapping and evaluating different markets that they could become part of the clientele.
- Creating, maintaining and increasing the database of potential customers regarding the company's products and services (prospection).
- Developing the turnover and decreasing the time between the sales (e.g. recycling the clientele every four months)
- Follow-up with the clientele (i.e. measuring their satisfaction level).
- Follow-up with potential customers (i.e. attempting closing the deal).
- Building strong and trustful customers - company's relationships.
- Creating the company's communication material.
- Collection competitors' communication material.
- Monitoring and amending clientele's contracts.
- Briefing existing customers about new products and services.
- Collecting any customers' complaints, objections and concerns (recording, archiving and forwarding).
- Monitoring the cash flow (deposit, payment) of your sales.
- Creating and improving the annual technical support contracts (ΕΣΤΕΣ).
- Internal reporting about the course of the sales (contacts with potential customers, sales, contract renewals etc.) and reaching the goals.
- On the job training of newcomers

#### **REQUIREMENTS**

##### **Knowledge & Required Skills:**

- Written and oral competence
- Good and effective use of Greek and English (Oral communication skills).
- Ability to write, edit and proofread texts focusing on our products and services – working languages mainly Greek and occasionally English (Writing communication skills).

- Marketing and Sales Background
- Good knowledge of marketing and sales.
- Working experience in sales and marketing position.
- Interpersonal communication and human relations skills
- Ability to persuade and influence third parties.
- Listening and understating skills.
- Ability to convey complex technical terms to wide audience.
- Ability to work independently and also as part of a team.

#### **Personal Skills**

- Ability to work efficiently under pressure.
- Effective time management skills.
- Ability on setting goals and designing the course of actions to reach them.

#### **Typical proof of the above abilities:**

- Marketing/Sales or equivalent.

#### **BENEFITS**

- Full time job and long term cooperation.
- Competitive salary.
- Pleasant, fair and creative working environment.
- Full recognition of qualifications.
- Development and improvement opportunities.
- Continuing training.
- Athens based position.

#### **Are you Interested? Contact us:**

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