

## **Basic Job Requirements: Entry Level - Sales Representative**

### **1. Educational Background**

- High school diploma or equivalent required.
- College degree in Business, Marketing, or related field is a plus but not mandatory.

### **2. Professional Experience**

- Prior experience in sales, customer service, or Business to business is preferred but not required.
- Demonstrated ability to meet or exceed sales targets is an advantage.

### **3. Skills and Competencies**

- Strong communication and interpersonal skills.
- Confidence in presenting products or services to clients.
- Basic computer literacy, including familiarity with email and productivity tools (e.g., Microsoft Office, Google Workspace).
- Ability to learn and adapt to new products, services, and sales techniques.

### **4. Customer Relationship Skills**

- Friendly and approachable demeanor with a focus on customer satisfaction.
- Ability to listen to customer needs and suggest suitable solutions.

### **5. Personal Attributes**

- Motivated and goal-oriented with a proactive attitude.
- Strong organizational and time management skills.
- Willingness to work flexible hours.

### **6. Other Requirements**

- Ability to work both independently and as part of a team.
- Reliable transportation for meeting clients (if applicable).
- Willingness to attend training sessions or sales meetings as required.