

Outside Sales Representative



The BAC Group of Companies have an exciting role available for an **Outside Sales Representative**. Reporting to the Sales/Operations manager the position will include the following responsibilities:

Job Description:

- The position of Outside Sales Representative consists of selling goods to businesses or groups and individual clients
- To plan and carry out all sales activities on assigned accounts or areas
- Responsible for ensuring customer satisfaction and managing quality of product

Tasks:

- Answer customers' questions about products, pricing, availability, product uses and credit/contract terms, warranties, and delivery dates
- Consult with clients after sales or contract signings to resolve any problems and to provide ongoing support
- Contact regular and prospective customers to demonstrate products, explain product features and solicit orders
- Identify prospective customers by using business directories, following leads from existing clients, participating in organisations and clubs, and attending trade shows and conferences
- Monitor market conditions, product innovations and competitor's product, pricing, and sales
- Prepare drawings, estimates and bids that meet specific customer needs
- Provide customers with product samples and catalogs
- Recommend products to customers, based on customers needs and interests

Responsibilities:

- Source and develop client referrals
- Prepare sales action plans and strategies
- Schedule sales activity
- Develop and maintain a customer database
- Develop and maintain sales and promotional materials
- Plan and conduct direct marketing activities
- Make sales calls to new and existing clients
- Negotiate with clients
- Develop sales proposals
- Present sales contracts
- Maintain sales activity records and prepare sales reports
- Respond to sales inquiries and concerns by phone, electronically and in person
- Ensure great customer service satisfaction and a good client relationship
- Perform quality checks on products and services delivery
- Monitor and report on sales activities and follow up with management
- Participate in sales events
- Maximize revenues from sale of air conditioning and refrigeration products
- Develop new ideas for sales schemes and marketing strategies in collaboration with senior management
- Develop solid relationships with market partners, contractors, and other clientele

Qualifications:

- High School or higher level of education required
- Minimum of 5 to 10 years of experience with a proven track record
- A mechanical background would be an asset
- Great communication, time management and organisational skills

Closing date: 21 June, 2021

All applications should be submitted in writing with a resume and references to:

Human Resources Office,

BAC Group of Companies

P.O. Box HM 1095, Hamilton HM EX, Bermuda

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