

## Job Description Template for

# SALES REPRESENTATIVE

**Job Title:** sales representative

**Industry:** [Insert Industry – e.g., BFSI, ITeS, Healthcare, etc.]

**Location:** [Insert Location]

**Salary Range:** [Insert Salary]

**Department:** [Insert Department]

**Work Hour Allocation:** [Insert Details]

## POSITION OVERVIEW

As a Sales Representative, you will play a key role in driving business growth by identifying and pursuing new sales opportunities, maintaining customer relationships, and achieving sales targets. This role requires persuasive communication, customer focus, and goal-oriented mindset.

## ABOUT THE ORGANIZATION

[Insert Industry-Specific Insights] [Customize this section with a company overview: mission, values, and relevance to the target industry such as BFSI, Healthcare, ITeS, etc. Highlight what sets the company apart.]

## Level of Experience / Expertise Requirements

**(Use as per requirement)**

**Entry Level (0–2 years):** Prospecting clients, lead nurturing, and assisting in pre-sales activities.

**Mid-Level (3–5 years):** Independent client management, sales conversion, and achieving revenue targets.

**Senior Level (6+ years):** Strategic account management, market expansion, and mentoring sales teams.

## JOB PROFILE SPECIFIC QUALIFICATION

(Add more if required)

- Bachelor's degree in Business, Marketing, or related field
- Proven experience in sales or customer-facing roles
- Familiarity with CRM software and sales tools

## ROLES AND RESPONSIBILITIES

(Use as per level of expertise you require)

- Generate new business leads through calls, emails, and networking (Entry Level)
- Prepare proposals and assist in customer presentations (Entry Level)
- Achieve monthly sales targets and provide client feedback (Mid-Level)
- Manage ongoing relationships with clients and resolve escalations (Mid-Level)
- Develop market intelligence reports and competitor analysis (Mid-Level)
- Build and manage long-term client relationships (Senior Level)
- Develop territory sales plans and forecast revenue (Senior Level)
- Train junior team members and support team success (Senior Level)

## Skills Required (Technical + Behavioral):

- Strong selling, negotiation, and interpersonal skills
- Proficiency with CRM systems (e.g., Salesforce, HubSpot)
- Excellent verbal and written communication
- Self-motivated with a results-driven approach
- Customer-centric mindset and resilience under pressure
- Time management and adaptability

**Read JD Tips**

**Interview QnA**

**Test Tools**

## ABOUT PMAPS

PMaps is India's leading visual-based talent assessment platform, offering 500+ job-specific psychometric assessments, AI-powered interview tools, and seamless integrations with leading ATS and LMS systems. Trusted by top organizations, we help you hire smarter, reduce hiring time by up to 75%, and cut hiring costs by up to 65%.

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