

	Matrix Institute of Professionals	HRD-JD-001 Issue.: 1.0	Issue Date: Effective Date:
		SALES TEAMJOB DESCRIPTION	Page 1 of 2

Title : Sales Team	Rank :
Report to : Marketing Manger	CC :
Immediate Superior: Marketing Manager	Department : Marketing
Immediate Subordinate : Customer Servise	Section: Sale
Date of prepared :	Revision:

Purpose of Job

Major Duties & Responsibilities	
Major Duties <ol style="list-style-type: none"> 1. Establish, develop and maintain positive business and customer relationships 2. Reach out to customer leads through cold calling 3. Present, promote and sell products/services using solid arguments to existing and prospective customers 4. Achieve agreed upon sales targets and outcomes within schedule 5. Coordinate sales effort with team members and other departments 6. Track sales and status reports 7. Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services. 8. Content management and Cultivation of leads and sales 9. Event Management and Build strong relationship with Clients 10. Continuously improve through feedback. 11. Business Development (provide creative ideas to the TEAM) 12. Achieve growth and hit sales targets 13. Design and implement a strategic business plan that expands company's customer base and ensure it's strong presence 14. Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs 15. Present sales, revenue and expenses reports and realistic forecasts to the management team 16. Identify emerging markets and market shifts while being fully aware of new products and competition status 	
Responsibilities	
Work Relationship	
Inside the Company	Outside the Company

📍 Room E-F, 3rd Floor, No. 182-194, Botahtaung Pagoda Road, Pazundaung Township, Yangon, Myanmar

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- All Department -	- Customer - Cooperate	
Job Specification		
Education / Qualification		
<ul style="list-style-type: none"> - Bachelor Degree - Basic Computer Knowledge 		
Experience :		
<ul style="list-style-type: none"> • Within 1 years' experience in relevant field 		
Job Knowledge / Specific Skills :		
<ul style="list-style-type: none"> • Good Communication Skills. • Computer application software. • Self motivation & team building 		
Job Holder by	Check by	Approved by
Name :	Name :	Name :
Designation :	Designation :	Designation :
Signature :	Signature :	Signature :