JOB DESCRIPTION

| **TITLE** | SALES AND CLIENT RELATIONS REPRESENTATIVE | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Sales and Client Relations Representative is responsible for building and maintaining strong relationships with clients while providing accurate and timely pricing for products and projects. This role involves searching for new customers, managing client inquiries, and offering product suggestions based on customer needs. The representative will act as the primary point of contact, ensuring excellent customer service and timely responses.

This position requires strong communication skills, attention to detail, and the ability to manage multiple projects simultaneously while maintaining client satisfaction.

**Duties and Responsibilities**

Overall Responsibilities:

* Provide accurate quotations for products and projects based on specifications and client needs.
* Build and maintain strong client relationships to foster repeat business.
* Respond to client inquiries via phone and email in a timely manner.
* Seek out new clients and maintain ongoing communication with existing customers.
* Meet in-person with clients to discuss their project needs and suggest suitable products.
* Balance multiple client inquiries and manage changing project requirements.
* Collaborate with internal teams to ensure accurate pricing and project details.
* Perform additional administrative duties as required.

**Key Qualifications**

* Minimum of X years of experience in a sales or client relations role.
* Sales or marketing program completion is an asset.
* Valid G License with a clean driving record (must be bondable).
* Proven customer service skills and experience in building client relationships.
* Ability to calculate accurate quotations based on work descriptions and specifications.

**Core Competencies**

* Strong communication and interpersonal skills.
* Attention to detail and ability to manage multiple projects.
* Problem-solving skills and adaptability to client needs.
* Strong organizational and time management abilities.
* Excellent negotiation skills.
* Customer service oriented.

**Working Conditions**

* Full-time position
* Regular work schedule is [insert hours, e.g., Monday to Friday, 10-hour shifts]
* Regular travel required to meet with clients outside the office.
* Combination of driving, standing, and sitting for extended periods.