

JOB DESCRIPTION

POSITION TITLE: PART TIME COMMISSION SALES AGENT

REPORTS TO: SALES MANAGER

DEPARTMENT: SALES

HOURS OF WORK: FLEXIBLE / PART TIME / WORK FROM HOME

ISSUE DATE: JANUARY 9, 2014

JOB PURPOSE / OBJECTIVES

Businesses pay employees with revenue that is generated from sales. Without sales, the business will close and jobs will be lost. The Part Time Commission Sales Agent is responsible for finding prospective clients and selling our products and services to them.

Key Responsibilities Listed in Order of Importance

Activity 1: Find and Contact Sales Leads

- Network with people
- Make cold calls to people, businesses and organizations
- Invite people to attend events
- Post ads in free web sites and social media sites

Activity 2: Build and Maintain Relationships

- Followup with potential sales leads
- Get to know clients and potential clients
- Make regular contact with clients and potential clients in your account

Activity 3: Written and Verbal Communication

- Take and initiate phone calls
- Write and reply to emails
- Use web based chat where applicable

Activity 4: Provide Information / Educate

- Inform people about our projects and company offerings
- Provide basic information about the company
- Use education and free resources to assist with communicating, lead generation and relationship building

Activity 5: Paperwork and Other Duties

- Complete and submit sales contracts
- Track and report performance
- Coordinate with sales team and management
- Other duties as required

EDUCATION AND EXPERIENCE

No formal education or experience is required, but a high school education and past sales experience would be assets.

PHYSICAL CAPABILITIES

There are no restrictions.

Note: Pay is based on performance in the form of affiliate referrals and sales commissions. This is a general job description of the main functions of the position and is not intended to cover all of the detail of the work requirements.