



# Retail & Sales

17 job description templates for retail  
and sales roles

## Sales and Retail Roles

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## Sales Assistant

### Job description

We are looking for a dynamic Sales Assistant. You will provide outstanding customer service to increase revenue and meet sales goals.

- Input invoice and bill-back data.
- Analyze, consolidate, and forward daily action summaries to managers.
- Use data to investigate the logistic history to resolve order and inventory problems.
- Research promotion details, regular, and special prices to resolve pricing discrepancies.
- Offer product, promotion, and pricing information by exploring customer requests.
- Offer sales projections by creating and sending sales tracking reports.
- Send samples by entering requests, handling shipping, and informing customers.
- Maintain customer database by inputting customer profile and updates.
- Collect data to create informative sales presentations.
- Monitor sales expenses by analyzing, tracking, and summarizing expenses.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- A proven track record of working in retail sales and achieving sales quota.
- Proficiency with Microsoft Office products.
- Customer-centered focus.
- A high level of professionalism.
- High school diploma.
- Excellent verbal and written communication in [X] language.

## Sales Associate

### Job description

We are looking for an engaging Sales Associate. You will take care of the full lifecycle of sales activities to achieve and exceed sales goals.

- Sell items, services, and products in the store and via the company's website.
- Maintain strong product knowledge and offer assistance to customers as needed.
- Achieve customer satisfaction by providing excellent sales service as a team.
- Create opportunities to cross-sell relevant products.
- Stock and replace merchandise from the stock room.
- Notify store security or police in the event of theft or burglary.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- A proven track record of working as a Sales Associate with high sales quota.
- Extraordinary communication and customer service skills.
- Passion for exceeding sales goals.
- Excellent verbal and written communication in [X] language.
- [X] degree in Marketing or relevant fields.

## Sales Director

### Job description

We are looking for a strategic Sales Director. You will take full charge of creating and implementing all sales strategies to achieve revenue growth.

- Develop annual sales quotas for regions and territories in accordance with established sales objectives and forecasts.
- Project sales volume and profit for current and future products.
- Create field sales action plans for national sales programs.
- Maintain sales volume, product mix, and selling price by studying market trends.
- Establish and adjust prices by examining costs, competition, supply and demand.
- Schedule and assign employees to meet national sales operational requirements.
- Recruit, select, orient, and train employees in support of national sales staff.
- Monitor staff performance. Appraise, plan, and review job results.
- Maintain professional and technical knowledge by attending educational conferences, reviewing trade publications, and participating in professional societies.
- Accomplish related goals as needed in support of the team effort.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- A proven track record of meeting and exceeding established sales goals.
- Excellent negotiation and interpersonal skills.
- Outstanding ability to communicate with executive and the C-suite.
- An extensive network of clients and customers developed the years.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration or relevant fields.

## Sales Engineer

### Job description

We are looking for a dynamic Sales Engineer. You will sell complex scientific and technological products or services to businesses.

- Develop and deliver technical presentations that explain products or services to potential clients.
- Meet with customers and engineers to assess equipment needs and to determine system requirements.
- Offer sales support and confer with sales teams to understand client requirements.
- Secure and renew product orders, arrange delivery.
- Recommend equipment upgrades to customers, explain how improvements will reduce costs or increase production.
- Regularly review sales process improvements.
- Use metrics to measure the impact of new process improvements.
- Assist in researching and developing new products.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- A proven track record of selling complex technological products.
- Extensive knowledge of software products, parts, and the scientific processes is a must.
- Desire for continuous improvement.
- Extensive pre-sales experience with clients in the C-suite.
- Solid problem resolution skills, decision making, and independent thinking.
- Excellent verbal and written communication in [X] language.
- [X] degree in relevant fields.

## Sales Executive

### Job description

We are looking for an experienced Sales Executive. You will implement top-notch sales strategies that will directly result in sales increases.

- Align and integrate corporate sales and marketing functions.
- Design strategies to maximize profits.
- Recognize and cultivate sales talent.
- Keep track of customer needs and new market potentials via market research.
- Create sales opportunities by networking, attending fairs, meeting, social media, cold calling.
- Produce sales and financial reports frequently.
- Keep abreast of current developments.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- [X] year(s) experience as a Sales Executive or similar roles.
- Strong knowledge of methods for setting and measuring achievable sales goals, transaction brokering.
- Ability to design and implement appropriate training programs.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration or relevant fields.

## Sales Representative

### Job description

We are looking for a pro-active Sales Representative. You are expert at setting measurable milestones and exceeding them each time.

- Find and convert buyers by providing insightful information and engaging interactions.
- Engage in activities that directly influence and alter the buying process.
- Consult with partner sales people and other departments.
- Engage in direct and transaction sales.
- Facilitate retail, consumer, and electronic sales.
- Utilize sales habits and needs-based selling.
- Build and maintain long-lasting relationships with customers and business.
- Track and analyze sales, market status and trends.
- Report to management team for adjustments to customer needs and wants.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- [X] year(s) experience working as a sales representative.
- Ability to use systematic and holistic approaches.
- Ability to engage in team selling.
- Strong knowledge of consignment and telemarketing.
- Great command of MS Office, CRM and BRM tools.
- Excellent communication and negotiation skills.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration or relevant fields.



## Retail Buyer

### Job description

We are looking for a capable Retail Buyer. You will be in full charge of selecting and buying products of the highest quality for our company.

- Research consumer buying patterns and trends.
- Review the levels of the sales discounts that are offered on a quarterly basis.
- Negotiate contract terms with suppliers for the best deals.
- Monitor stock levels and schedule purchasing accordingly.
- Use surveys to collect feedback from customers.
- Adjust stock levels to account for changes in demand.
- Produce sales reports and adjust purchasing plans.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- Undying drive to excel in the retail industry.
- Strong communication and negotiation skills.
- [X] year(s) experience in the retail business.
- Knowledge of market research, data analysis, and methods for evaluating customer demand.
- Great command of MS Office and applicable purchasing software.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration or relevant fields.

## Retail Manager

### Job description

We are looking for a thorough Retail Manager. You will handle day-to-day store operations as well as higher level tasks that offer insight on the industry.

- Collaborate with store security guard to investigate any suspicious activity.
- Meet with subordinates to provide updates about critical store-related information and delegate tasks.
- Train store employees on corporate policies and procedures.
- Develop relationships with key suppliers and vendors.
- Set and work towards sales goals and budget.
- Use the appropriate software to keep track of inventory losses and/or shrinkage.
- Work with Inventory Loss Analyst to make improvements that can reduce or prevent inventory loss.
- Work with analyst to review profit and loss figures (P&L).

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- Reliability and dependability are critical traits.
- Strong work ethic and a desire to succeed.
- [X] year(s) experience in retail and management.
- Solid knowledge of sales and marketing.
- Excellent leadership and communication skills.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration or relevant fields.

## Outbound Sales

### Job description

We are searching for a highly motivated, self-directed Sales Person. You are as enthusiastic about sales as we are, or even more.

- Cold call and cold email leads.
- Attend networking events, community events and hearings to generate leads.
- Vet lead list for warm and cold leads.
- Identify prospects that fit the target demographic.
- Use product knowledge to showcase the solutions that our company can offer to prospects.
- Use database, CRM, or other software to track progress with new prospects.
- Report weekly sales goals and objectives to regional leaders.
- Negotiate price with clients who are interested in making bulk orders.
- Maintain contact with existing clients to make sure they are satisfied and request referrals.
- Attend trainings to stay up to date with the specifications of new products and service offerings.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- Ability to develop strong, lasting relationships.
- Ability to convince and persuade.
- A proven track record of meeting and exceeding past sales objectives.
- Excellent verbal and written communication in [X] language.
- [X] degree in Finance, Marketing, or relevant fields.

## Insurance Agent

### Job description

We are looking for a dedicated Insurance Agent. You will match clients with insurance products that give them peace of mind.

- Contact leads that are disseminated by the corporate office.
- Think of new ways to increase lead generation.
- Persuade prospective clients to engage in a phone conversation and/or meeting to discuss insurance products.
- Engage in conversation with prospects to determine their profiles and needs.
- Obtain approval from underwriters.
- Deliver approved policies to new clients and explain benefits and risks of the policy.
- Reassess the policy needs of existing clients after life changing events.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- Good command of computers and numbers.
- Strong ability of persuasion.
- Excellent communication and presentation skills.
- Resilient spirit and a persistent nature.
- Ability to develop and sustain interpersonal relationships.
- Excellent verbal and written communication in [X] language.
- [X] degree in Finance or relevant fields.

## Insurance Broker

### Job description

We are looking for a self-motivated Insurance Broker. You will be in full charge of promoting and selling our insurance products to current and new customers.

- Prepare reports for and collaborate with underwriters.
- Identify and implement methods for selling plans to new customers and up-selling to current customers.
- Contact leads who have submitted their contact information on the website.
- Assist prospective clients with filling out forms, communicating with the company, finding the best plans and strategies, and negotiating the final deals.
- Understand the provisions of each policy and communicate this information to the customer.
- Share client information with insurance carriers to determine which products are best to recommend.
- Act as a liaison between insurers and clients.
- Establish long-lasting relationships with customers that secure the company's growth.
- Document and report progress to stakeholders.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- A proven track record of working as an insurance broker.
- Strong knowledge of various insurance plans.
- Excellent communication and presentation skills.
- Highly motivated with a desire to take advantage of new opportunities.
- Ability to pass training program for licensing and certification.
- Excellent verbal and written communication in [X] language.
- [X] degree in Finance or relevant fields.

## Business Development Manager

### Job description

We are looking for a dynamic and experienced Business Development Manager. You are a self-starter who lead by example.

- Develop effective growth strategies that apply both to financial success and customer success.
- Research the market to identify buying/selling trends, new markets, and customer needs.
- Develop relationships with industry professionals, competitors, vendors and other personnel.
- Produce reports regarding new prospects.
- Attend events, special interest groups, conferences and seminars to seek new opportunities.
- Negotiate with clients to solidify the terms of each contract. Ensure each contract adhere to regulations and guidelines.
- Maintain the integrity of confidential information.
- Contribute to the reputation of the organization by entering and achieving professional awards.
- Support team members to increase successfully closed deals on a daily basis.
- Manage and train the business development team.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- A proven track record of sales development.
- Ability to create initiatives and follow them to completion.
- Ability to lead business development team through each phase of the sales cycle.
- Outstanding communication and negotiation skills.
- Excellent command of MS Office and CRM software.
- [X] year(s) working in business development, sales management, or relevant fields.
- Excellent verbal and written communication in [X] language.
- [X] degree Business Administration or equivalent.

## Business Development Consultant

### Job description

We are looking for a knowledgeable and experienced Business Development Consultant. You are a self-starter who will hunt for new business for different clients.

- Develop business with the assigned accounts.
- Create strategic development plans, including active sales pipeline and implementation, to build new profitable business.
- Track and report progress with implementation of strategic plan, customer budgets, and ongoing forecasts.
- Train business development team regarding different phases of the sales cycle and meeting projects' goals.
- Perform analysis to determine opportunities in the market.
- Assess the profitability of existing products and service offerings.
- Improve existing business by increasing profitability and customer satisfaction
- Manage business deals from negotiation to close.
- Monitor contracts implementation from contract performance, customer payment terms, to delivery terms.
- Build and maintain long-lasting customer relationships.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- Ability to work independently with little or no supervision.
- Dedication to develop clients' business.
- Derive energy from facing challenges and provide actionable solutions.
- Excellent verbal and written communication in [X] language.
- [X] year(s) experience in business management or related roles.
- A proven track record of business development success.
- [X] degree in Business Administration or other relevant fields.

## Account Executive

### Job description

We are looking for a seasoned Account Executive. You will work directly with our clients, be responsible for their needs, and be on the lookout for new clients.

- Attend industry related events to identify new leads.
- Work with Account Management team to search for leads on new accounts.
- Develop strategic account acquisition forecasts.
- Monitor client accounts to identify possible service needs, and address issues.
- Initiate contact with existing and prospective clients.
- Develop relationships with existing, new, and prospective clients.
- Identify opportunities to offer new services to existing clients.
- Review and present weekly reports regarding the number of new accounts acquired, any accounts lost, and/or account changes to the management team.
- Gather information about competitors.
- Communicate with clients on a frequent basis to resolve their issues.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- A proven track record of working as an account executive or other customer service roles.
- Ability of persuasion, presentation, and relationships building.
- Strong knowledge of market research, sales, product, and service offerings.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration or Marketing.



## Accountant Assistant

### Job description

We are looking for a creative and energetic Account Assistant to join our team. There are abundant opportunities for growth within the company in this position.

- Search for new account leads.
- Develop company profiles for potential and existing clients.
- Monitor client accounts to identify possible service needs, and address issues.
- Update database with appropriate account contact information, customer account category, and/or other relevant information.
- Handle day-to-day communication with account contacts.
- Identify opportunities to offer new services to existing clients.
- Learn about new product and service offerings to provide information to clients.
- Provide weekly reports regarding the number of new accounts acquired, any accounts lost, and/or account changes.
- Communicate with Account Manager to resolve complex issues.
- Gather information about competitors.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- Ability to work independently with little or no supervision.
- Great organizational skills and meticulous attention to detail.
- Excellent verbal and written communication in [X] language.
- [X] year(s) experience in customer service or related field.
- [X] degree or equivalent.

## Sales Manager

### Job description

We are looking for a result-driven Sales Manager. You are passionate about growth and customer acquisition.

- Manage the sales team to its full potential to reach sales targets and growth.
- Craft and implement sales plans to ensure the growth of our customer base.
- Recruit, train, and monitor sales representatives.
- Track and present sales record, revenue, reports, and forecasts.
- Build solid customer relationships and understand their needs.
- Identify market trends and shifts. Adjust to acquire growth while retaining our company's values.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- [X] year(s) experience in sales management or relevant fields.
- Experience in supervision and leadership.
- A proven track record of driving the sales process from planning to closing.
- Highly-motivated, business-minded.
- Ability to communicate effectively across all teams and levels of a company.
- Excellent skills at mentoring, coaching, and managing people.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration or equivalent.

## Account Manager

### Job description

We are looking for a dedicated Account Manager. You will work closely with our customers and help them achieve success.

- Assist customers' requests and take care of any issues incurred professionally.
- Build strong customer relationships, especially with key customer stakeholders and sponsors.
- Manage customer expectation and lead them to customer satisfaction.
- Be the go-to person for all matters relating to customers.
- Make sure all deliverables arrive in good order, on time, and fulfill customers' requirements.
- Keep track of key account metrics. Communicate the progress to both internal and external stakeholders.
- Take initiatives in identifying growth opportunities and collaborate with our team to achieve sustainable growth.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- A proven track record of account management or other relevant experience.
- A high ability to communicate and present effectively across all teams and levels of a company, including the C-suit.
- Experience in managing multiple stakeholders and projects while keeping a keen eye on details.
- A listener who is customer-oriented and attentive to their needs.
- Excellent verbal and written communication in [X] language.
- [X] degree or equivalent.



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