



## **JOB DESCRIPTION**

### **About Xellency**

Xellency is the official distributor of Chicco d'Oro premium coffee products in Cambodia. Chicco d'Oro is a leading Swiss coffee roaster since 1949 and the #1 coffee sold in Switzerland. Xellency prides itself in providing Swiss standard high quality products and a service to ensure customer satisfaction.

### **Title**

Corporate Sales Representative

### **Reports To**

Operations Manager, Director

### **Summary**

The Corporate Sales Representative is responsible for creating mutually advantageous relationships with large companies, professional services and high profile clients to build and maintain corporate sales accounts.

### **Competencies**

- Attention to Detail
- Time Management
- Planning & Organizing
- Communication
- Adaptability / Flexibility
- Result Focus
- Accountability & Dependability
- Creative and Innovative Thinking
- Ethics and Integrity
- High Energy and Manage Stress
- Mediating and Negotiating



## **Job Duties**

- Develop, build, and manage a client base of corporate accounts
- Provide prospects with quotations
- Prospect new clients via sales calls, direct mail, email and networking events
- Follow up with existing accounts
- Get recommendations from new and existing accounts for new prospects
- Work with the Marketing Department to develop and execute Corporate Sales initiatives
- Follow up on leads generated through retail stores, research and promotional events
- Analyze sales trends and track unit sales
- Participate in trade shows, conferences, and community events to help promote the corporate program
- Investigate and troubleshoot customer service issues

## **Requirements**

- 1 year of sales experience preferred
- Access to his/her own vehicle
- Good knowledge of English language
- Proficient with MS Word and Excel
- Ability to work independently and without supervision

## **Work Conditions**

- Travel with his/her own vehicle required to visit prospects and customers
- Working at off-site promotional events, conferences and trade shows
- Overtime as required