



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

Sales Representative

Reports To

Operations Manager, Director

Summary

Achieves maximum sales profitability, growth and account penetration within an assigned territory and/or market segment by effectively selling Chicco d'Oro's products. Personally contacts and secures new business accounts/customers.

Core Functions

Promotes/sells/secures orders from existing and prospective customers through a relationship-based approach.

Demonstrates Chicco d'Oro products and services to existing/potential customers and assists them in selecting those best suited to their needs.

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 existing and potential customers
- Provide prospects with quotations
- Prospect new clients via sales calls, direct mail, email and networking events
- Follow up with existing customers
- Get recommendations from new and existing customers for new prospects
- Work with the Marketing Department to develop and execute sales initiatives
- Supplies management with oral and written reports on customer needs, problems, interests, competitive activities
- Create daily sales/prospecting reports to submit to management. Record unit sales.
- Analyze sales trends
- Follow up on leads generated through retail stores, research and promotional events
- Participate in trade shows, conferences, and community events to help promote and gain new customers
- 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