



# PT. Inspektindo Sinergi Persada

## **EMPLOYEE REQUISITION**

**ER.2205.001**

*JOB TITLE (Title of employee will use on the job)*

Outside Sales Representative

Date	: 09/05/2022	Amount of People	: 1
Department	: SM	Requestor	: ACHMAD FURQANI ARNOF
Project	:	Job Title	: SENIOR PRODUCTION ENGINEER
Reference No	:		
Customer	:		

**Budget**

**JUSTIFICATION (Optional-State Any Additional Facts in Support of Requisition)**

Budgeted Additional

These personnel will be placed in Pekanbaru Office

**KEY JOB DUTIES & RESPONSIBILITIES**

**REQUIREMENT & QUALIFICATION (Skill, Experience and Educational Background)**

Job Description

To hire an enthusiastic and driven outside sales representative to generate leads and drive sales. The outside sales representative's responsibilities include submitting regular sales reports to management, informing potential and existing customers of product features and benefits, and resolving customer complaints. Outside Sales Representative should also be able to create as well as present persuasive sales proposals to customers to encourage sales and repeat business.

To be successful as an outside sales representative, Outside Sales Representative should be persuasive and have excellent negotiation skills. Ultimately, an exceptional outside sales representative should be able to demonstrate effective communication and customer service skills to continually meet or exceed sales targets.

Job Duties & Responsibilities

- Building and sustaining long-lasting relationships with new and existing customers based within an assigned sales territory.
- Traveling within an assigned sales territory to conduct face-to-face meetings with existing and potential customers.
- Continually meeting or exceeding sales targets by selling company products to new and existing customers.
- Developing and implementing an effective sales strategy to drive sales.
- Maintaining an accurate record of all leads, customer accounts, and sales.

Requirement & Qualification

- Diploma or Bachelor
- Proficiency in all Microsoft Office applications.
- Knowledgeable in Rigging accessories products, load monitoring systems, etc with solid experience of minimum 3 years in the outbound sales activities relevant to the products,
- Knowledgeable in Inspection and Certification Services in sector Oil and Gas, Mining, Construction and Marine Activities
- Strong consultative sales skills.
- Effective communication and negotiation skills
- Energetic, presentable, proficient both oral and verbal English, self-motivated & independent, Confident, Resilient, multitasker, organized, etc

- Collaborating with the marketing department to expand brand presence through the creation of suitable marketing materials.
- Researching competitors' products and pricing as well as market conditions.
- Keeping abreast of the latest industry developments by attending meetings, training workshops, and industry events.
- Strategically negotiating with potential and existing customers to close sales.

**SIGNATURE APPROVAL**

Department Manager : \_\_\_\_\_  
Date : \_\_\_\_\_

Human Resources : \_\_\_\_\_  
Date : \_\_\_\_\_



Adm & Fin. Manager : ESRA M SIAHAAN  
Date : 10/05/2022 13:28:26



Director : JANNES SIBUEA  
Date : 22/06/2022 15:28:36