



# ACCOUNT REPRESENTATIVE

*sales manager, account executive, senior account representative, director - sales, sales coordinator*

Sales representatives, wholesale trade (non-technical), sell non-technical goods and services to retail, wholesale, commercial, industrial, professional and other clients domestically and internationally. Sales representatives, wholesale trade who are supervisors are also included in this unit group.

## KEY RESPONSIBILITIES



Sales representatives, wholesale trade (non-technical), perform some or all of the following duties:

- Promote sales to existing clients
- Identify and solicit potential clients
- Provide clients with presentations on the benefits and uses of goods or services
- Estimate or quote prices, credit or contract terms, warranties and delivery dates
- Prepare or oversee preparation of sales or other contracts
- Consult with clients after sale or signed contracts to resolve problems and to provide ongoing support
- Review and adapt to information regarding product innovations, competitors and market conditions
- Represent companies that export and import products or services to and from foreign countries
- May conduct sales transactions through Internet-based electronic commerce
- May supervise the activities of other sales representatives.

## EDUCATION AND TRAINING



Completion of secondary school is required. A university degree or completion of a college or other program may be required. Experience in sales or in an occupation related to the product or service is usually required. Fluency in a foreign language and/or foreign country work or travel experience may be required for sales representatives seeking employment with companies that import or export goods or services. Supervisors and senior sales representatives require experience. Voluntary certification is available from the Canadian Professional Sales Association.

Here is a complete list of Canadian Universities and Colleges:  
[thegreenestworkforce.ca/education](http://thegreenestworkforce.ca/education)

### Notice

The requirements listed are generally required qualifications for this Career Type. The qualifications may vary based on the employer and/or the geographic location of that job.

## THIS JOB IS RIGHT FOR YOU IF:



- You want to live an oversized life in one of Canada's beautiful forest communities
- A sense of community is important to you
- You like variety and learning new things
- You want to make a difference working in a green job
- You take a systematic approach to problems
- You have an eye for details

## DARE TO COMPARE

See how much time and money you would save by moving to a forest community.

[thegreenestworkforce.ca/compare](http://thegreenestworkforce.ca/compare)

**If you want good pay, opportunities to learn on the job, a great lifestyle and the chance to work in Canada's Greenest Workforce, then the forest products industry is right for you.**