

# Sales Executive Duties and Responsibilities Sample

## Key Duties and Responsibilities

- Identify and develop new business opportunities through networking, industry knowledge, current expertise, and existing contacts
- Build and maintain relationships with prospective and existing clients
- Achieve sales targets and outcomes within schedule
- Prepare and deliver appropriate presentations on products and services
- Negotiate and close deals by handling objections and successfully managing customer concerns
- Conduct market research to identify selling possibilities and evaluate customer needs
- Participate on behalf of the company in exhibitions or conferences
- Set up meetings with potential clients and listen to their wishes and concerns
- Provide accurate information and after-sales support when needed
- Collaborate with team members and other departments to achieve better results
- Maintain records of sales, revenue, invoices, and client feedback in the CRM system