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## JOB DESCRIPTION

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Job Title: Sales Associate  
Reports to: Office Manager

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### JOB PURPOSE:

This role is responsible for delivering sales and as the key point of contact between the Company and the clients.

### MAIN DUTIES AND RESPONSIBILITIES:

1. Organize and schedule visits to customers to demonstrate and present the products offered by the Company.
2. Negotiate the terms of an agreement and make accurate cost calculations with a view of closing sales.
3. Consistently meet or exceed the sales target as set by the Company.
4. Work with other office colleagues in ensuring that customers receive products in good condition.
5. Submit accurate report of sales and assist in following up payments and collection.
6. Report to the office for meetings and regular performance review.
7. Attend conventions, trade exhibitions, conferences, trainings and meetings as identified by the Company.
8. Participate in and perform special tasks and projects that may be assigned.

### PERSON SPECIFICATION:

#### Formal Education:

At least a high school graduate.

#### Relevant Job Experience:

Minimum of 1 year work experience in sales, marketing or client management.

#### Core Competencies:

*Sales Ability/Persuasiveness* - ability to use appropriate interpersonal styles and communication methods to gain acceptance of a product, service, or idea from prospects and customers.

*Goals-driven* – person with focus being able to organize oneself and recognize what needs to be done in order to achieve the goals.

*Strong sense of responsibility* – get things done and does not place blame on others.

*People skills* – easy to converse with, respectful, patient and with the ability to connect the real needs of clients.

*Decision making* – analyze information, evaluate results and offer best solutions to customers.