



**AIV DUBAI**  
**Warehouse RA07AD03**  
**LIU 15, Jebel Ali Free Zone**  
**PO Box 263893**  
**Dubai, UAE**

**Position: Outside Sales Representative**

**Reports to: Branch Manager**

### **Summary**

The Outside Sales Representative is responsible for business development, intensely penetrating markets in designated regions and properly promoting and selling the company's products and services while maintaining long-term relationships with an existing customer base and establishing potential opportunities.

### **Duties and Responsibilities**

- Scheduling appointments and visiting existing customers to review product needs and determining other sales opportunities.
- Providing a copy of weekly itinerary to Branch Manager.
- Establishing new accounts.
- Updating customers on product changes and modifications.
- Providing solutions to customers' problems.
- Attending Trade Shows and Conferences (if applicable).
- Product introduction of new releases.
- Preparing call reports and expense reports in a timely manner.
- Performing maintenance and updating of customers' accounts including contact names for future sales in the current Management Database.
- Following up on leads and referrals and on all sales activity through telephone, written, and personal contact.
- Develop new business strategies with clients
- Qualifying new leads, quotes, and opportunities for new product lines
- Work closely with the Branch Manager to follow up on quotes
- Sales trips to be performed 3 weeks out of every month

### **Knowledge, Skills, and Abilities**

- Strong knowledge of the pipe/valve/fitting industry: strengths and weaknesses of sales channels and customers
- Self-motivated and able to work independently, without supervision and direction
- Sound business judgment and complex problem-solving capabilities

- Organization skills, experience prioritizing and managing multiple tasks/issues simultaneously
- Able to work in a fast-paced, self-directed environment.
- Strong product knowledge as well as customer knowledge
- Excellent verbal and written communication skills.
- Willingness to travel when needed.

### **Education and Qualifications**

- Marketing or Business related field diploma an asset.
- Min. 4-5 years of successful outside sales experience or equivalent
- Must be fluent in English (Verbal and Written).