# **Software Sales Representative Job Description**

**Summary**

Responsible for the merchandising, distribution and selling of computers, software and peripherals.

**Primary responsibilities**

* Recognize the needs of the consumer and provide detailed information to the consumer about the technical specifications of the computer software offered by the company.
* Investigates new items and makes recommendations for purchasing products.
* Checks inventory to ensure orders are in stock.
* Takes orders over the phone and in person.
* Advises customers on technical matters and recommends appropriate computer configurations.
* Solicits information about computer needs from customers.
* Negotiate price for the sale.
* Provide technical support after merchandise is purchased.
* Construct sales pitches and presentations.
* Travel to areas where needs are projected.
* Stay abreast of market trends.
* Assist with the company helpline.
* Serve as a customer service rep for customers who have questions or difficulties.
* Demonstrate product features before a sale.
* Respond to pre-qualification questionnaire or information to tender document.
* Negotiate a commercial agreement.
* Help customers maximize the use of software features.
* Advise on appropriate user training.
* Ensure quality of service by developing a thorough and detailed knowledge of technical specifications and other features of employers' systems and processes.
* Maintain awareness and keep abreast of constantly changing software, hardware systems and peripherals.