



Position: **Digital Sales Representative**

Service Group: **National Sales Services**

Immediate Superior: **Digital Marketing Lead Senior Specialist**

**Qualifications:**

- Candidate must possess at least Bachelor's/College Degree in any field.
- Required language(s): English
- At least 1 Year(s) of working experience in the related field is required for this position.
- Required Skill(s): excellent communication skills, social media enthusiasts, can speak other provincial dialects such as Cebuano.
- Preferably 1-4 years experienced employee specialized in Sales - Telesales/Telemarketing or equivalent.

**Job Description:**

1. Contact all clients from various TCCCI online platforms such as, TCCCI Facebook, Chevrolet Autodeal and Chevrolet Website.
2. Deliver prepared sales talks and read scripts that describe products or services to encourage potential customers to purchase Chevy.
3. Contact current and previous potential customers to promote Chevy.
4. Obtain customer information such as name, address, email address and validate what is reflected in the system.
5. Explain product specifications, prices, promos and answer questions from customers.
6. Schedule appointments for sales consultant to conduct a product demonstration with clients.
7. Maintain records of customer accounts.
8. Schedule appointments for sales consultant to conduct a product demonstration with the clients.
9. Turnover and endorse confirmed appointments to TCCCI DMLS whether for showroom visit or test drive.

