



**Job Title: Sales Closer**  
**Reporting to: BBVA Account Manager**

As a Sales Closer at BBVA, you will be responsible for finalizing sales deals and converting qualified leads into clients. Working remotely, your main role is to handle the final stages of the sales process, engage with potential clients, and close deals that align with their needs and BBVA's services. Your ability to communicate persuasively and effectively is key to driving business growth and ensuring client satisfaction.

**Expectations:**

- Work with the sales team to identify, qualify, and convert leads into clients.
- Demonstrate strong sales skills and close deals to meet or exceed sales targets.
- Maintain a professional, friendly, and consultative approach when engaging with potential clients.
- Ensure a smooth and successful sales experience from initial conversation to closed deal.

**Duties and Responsibilities:**

- Follow up with qualified leads and prospects to close sales deals.
- Conduct in-depth needs assessments to tailor offers and proposals to potential clients.
- Deliver effective product or service presentations, handling objections and overcoming concerns.
- Negotiate terms and agreements to close deals successfully.
- Provide timely updates on deal status and progress to the sales team and management.
- Ensure that all required documentation and agreements are completed accurately and promptly.
- Maintain a high level of product knowledge to address any client inquiries and provide effective solutions.
- Establish and maintain strong relationships with clients for repeat business and referrals.

☎ 215-346-6211

✉ [admin@beyondbizva.com](mailto:admin@beyondbizva.com)

📍 Pennsylvania, USA



**BEYOND BUSINESS**  
VIRTUAL ASSISTANTS

**Deliverables:**

- Achieve and exceed monthly and quarterly sales targets.
- Successfully close a high percentage of deals from qualified leads.
- Maintain accurate records of sales activities, agreements, and progress in CRM systems.

**Communications/Interactions with BBVA and the Client:**

- Sales Team – daily for updates and collaboration on client needs and follow-up.
- VA Manager (VA Admin Lead) – daily for reporting progress and supporting documents.
- Clients – as needed, with a focus on closing deals and delivering excellent service.

**Knowledge/Skills:**

- Proven experience in sales, preferably in a remote or virtual setting.
- Strong negotiation skills and the ability to overcome objections effectively.
- Excellent communication skills, both verbal and written.
- Ability to work independently and manage sales processes efficiently.
- Proficiency in CRM systems and sales tracking tools.
- A consultative sales approach with a customer-first mentality.
- Ability to close sales with a focus on building long-term client relationships.
- Goal-oriented with a track record of meeting and exceeding sales targets.

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