



JOB POSITION

POSITION: Sales Representative – Albuquerque, NM
REPORTS TO: Regional Manager - NM
DEPARTMENT: Sales
HOURS: 8:00 AM – 5:00 PM and as necessary
SALARY: Commission

OVER ALL JOB PURPOSE:

This position is responsible for all sales activity in assigned accounts or regions. Sales representatives manage quality and consistency of product and service delivery, while maintaining a high level of visibility with their accounts.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Presents and sells company products and services to current and potential clients.
- Prepares action plans and schedules to identify specific targets and projects the number of contacts to be made.
- Identifies sales prospects and makes contact with them for the purpose of introduction and overview of product line versus prospects needs.
- Follows up on new leads and referrals resulting from field activities
- Develops and maintains sales materials and current product knowledge
- Prepares sales presentations, proposals, sales contracts, contract activation, service contracts maintenance, status reports, sales activity reports, sales goals, sales closings and sales follow-up calls.
- Identifies and resolves client concerns.
- Manages accounts through quality checks, follow-up meetings including communicating new products/services, opportunities or special developments.
- Coordinates company staff to accomplish the work required to close sales.
- Develops and implements special sales activity to reduce stock.
- Participates in marketing events such as seminars, trade shows, and telemarketing events.
- Demonstrates use of new products/equipment to current and prospective clients

MINIMUM JOB QUALIFICATIONS AND REQUIREMENTS

- High School Diploma required, some college preferred
- 2-4 years previous sales experience required.
- Significant local travel and occasional overnight travel required
- Valid New Mexico driver's license required
- Strong communication skills both verbal and written, intermediate math skills required.
- MS Office experience required
- Knowledge of sales promotions and advertising techniques required.
- Problem solving and negotiation skills required, must be self-starter with strong time management skills