



## **JOB POSITION**

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**POSITION:** Sales Representative  
**REPORTS TO:** Sales Manager  
**DEPARTMENT:** Sales  
**HOURS:** 8:00 AM – 5:00 PM and as necessary  
**SALARY:** Commission

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### **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
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