

# JOB DESCRIPTION

**JOB TITLE:** SALES REPRESENTATIVE

**DEPARTMENT:** Sales Department

**LOCATION:** Wisconsin

**REPORTS TO:** Troy Thompson

## GENERAL PURPOSE OF POSITION

*Responsibilities will include lead generation (via cold calling, networking, etc.), survey, proposal delivery, presentation proficiencies and a sound understanding of the company product line.*

## ESSENTIAL FUNCTIONS

1. Increase sales, revenue & profitability
2. Maintain a firm understanding of all products.
3. Complete all paperwork as required.
4. Attend all training classes as instructed to.
5. Be proficient in surveys, demonstrations and proposal deliveries.
6. Work in conjunction with all other departments.
7. Support existing customer base.
8. Maintain a responsible, professional manner when dealing with external customers as well as with fellow employees.
9. Communicate properly and on a timely basis with external customers as well as with fellow employees.
10. Complete 50 cold calls per week and enter them into data base
11. Schedule 4 networking appointments per month
12. Schedule 10 sales appointments per week (7 new prospects /3 base clients)
13. Monthly sales reports including progress meeting with manager to discuss pipeline
14. Attend statewide meetings as required
15. Attend cut sheet meetings and respective sales meetings

## SECONDARY FUNCTIONS

1. Create own proposals as necessary.
2. Read industry literature to stay abreast of changing technologies.
3. Act as a liaison between the customer and other departments when necessary.

## QUALIFICATIONS REQUIRED

- ◆ Telecommunications industry experience
- ◆ Successful sales experience
- ◆ Excellent communication and presentation skills
- ◆ Excellent organizational and time management skills
- ◆ Computer literate

## QUALIFICATIONS DESIRED

- ◆ Specific experience with company product line
- ◆ Basic background and understanding of LAN/WAN

## ACCOUNTABILITY

- ◆ Employee equipment such as laptop, pager, cell phone, etc.
- ◆ Maintaining minimum level of monthly sales mark-up
- ◆ Responsible for representing Convergent Solutions to our clients in a professional manner, including communications, behavior and dress

## PHYSICAL DEMANDS

- ◆ Carrying demonstration equipment
- ◆ Sales-related stress

## SPECIAL DEMANDS

- ◆ Valid Wisconsin driver's license

## WORK ENVIRONMENT

- ◆ Fast-paced