

JOB DESCRIPTION

Position Title	Department	Reports to
Sales Associate	Sales	Michael Reis
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	

POSITION SUMMARY

The Sales Associate is responsible for supporting the sales department with sourcing new sales opportunities. Fostering relationships with individuals and companies in the community in order to sell the company's products and services and reach internal sales goals. This position will also assist in marketing the company and its services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Creating awareness and demand for the company products and services
- Identifying potential opportunities and effectively communicating benefits and opportunities available to meet needs and interests
- Maintaining communications with internal personnel to ensure efforts are in line with objectives
- Inbound lead follow up and outbound calls and emails
- Routing qualified opportunities to the appropriate sales representatives for further development and closure.
- Identifying prospective customers by using business directories, following leads from existing customers, participating in organizations and clubs, and potentially attending local events to help promote and market the company
- Maintaining all quote documentation with accurate pricing and configurations
- Profiling companies to determine if they are a good fit for companies services
- Post to social media outlets marketing information
- Performing other duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree in business or related field preferred
- Demonstrated ability to build and maintain relationships
- Flexible, creative, and able to work in a non-structured developing work environment
- Demonstrated capacity to think "outside the box", communicate and motivate customers on the company's products, programs and new ideas
- Proficient in Microsoft Office, specifically Excel, Word and PowerPoint

- Demonstrate ability to use social media outlets
- Excellent oral/written communication skills, including well-developed presentation skills
- Excellent customer relationship skills

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.