

Description: Sales Representative

Sales Representative Job Purpose: The Sales Representative is responsible for generating sales revenue based on predetermined targets by creating and building client relationships and facilitating the creation of proposals and developing pricing models.

Sales Representative Job Duties:

- Identifies revenue opportunities within customers' communities through communications, programs and other activities as needed.
- Prospects, qualifies and generates sales within the company's established guidelines.
- Responsible for formulating standard/routine proposals in response to clients request for information.
- Responsible for conducting market research and developing price models.
- Communicate back to internal groups the outcome of the negotiations/proposals focusing on conveying the expectations set forth for each group, i.e. clear details, critical timeframes and expectations.
- Collaborate with the operations and production to ensure that productions schedules will meet immediate client demands.
- Coordinate with the finance department to process payments and ensure the client accounts are correctly managed.
- Responsible for building and maintaining client relationships; respond to inquiries, address discrepancies and resolve issues in a timely manner.
- Participate in activities needed to support the management functions of the team.

Education / Training:

- 1-3 Years related experience or equivalent combination of education and experience
- Bachelor's Degree in Business, Marketing or Similar Field
- Master's Degree Preferred

Skills / Qualifications:

- Technical Capacity.
- Leadership.
- Communication Proficiency.
- Business Acumen.
- Presentation Skills.
- Collaboration

- Diversity and Inclusion.
- Teamwork Orientation.
- Project Management.

Travel Required

- High (70 - 80%)

Physical Requirements

- Ability to stand or sit for extended periods of time
- Capable of lifting 25 pounds

Department

- Production

Reports to

- President

FSLA Status

- Exempt

Direct Reports

- None