



PERFORMANCE THE RIGHT WAY  
IS OUR ONLY AGENDA

### **Job Description**

**Job Title:** Services Sales Representative

**Reports to:** Services President

**Focus Areas:** Higher education, k-12, hospitals, hotels, government, other institutional campuses or facilities.

#### **Principal Duties and Responsibilities:**

1. Meets established sales quotas and revenue goals by selling, marketing, promoting services to new customers and additional sales to existing customers.
2. Prospects for new accounts, follows up on sales leads, and maintains relationships with customers within a specified geographical territory or region.

#### **Job Responsibilities**

1. Pursues services applications by utilizing personal knowledge, internal specialists, vendor representatives, and other available sources. Determines market strategies and goals for each product line.
2. Establishes and maintains customer relationships. Learns and evaluates customer operations to aid in identifying customer objectives, requirements and preferences.
3. Works with sales support staff to establish communication pathways with the customer to ensure sales opportunities.
4. Develops sales and marketing proposals for customers. Processes services quotations, finalizes contracts, and provides continuous follow up throughout the completion of the customer's purchasing cycle.
5. Coordinates and directs employee teams to obtain data and information in order to assist customers with large projects and high tech automation issues.
6. Gathers and reports to management, information regarding the company, competitors, pricing, products and current and future market trends as well as assists management and vendors in planning, tracking and implementing sales strategies and developing new markets. Evaluates product/service marketability from customer's needs prospective.
7. Participates in sales forecasting by researching, developing and maintaining long and short range sales and marketing plans. Produces sales reports for management by monitoring, analyzing and communicating sales data.
8. Achieves and maintains technical capabilities at required levels, attends customer seminars, schools and special promotions and participates in sales meetings, vendor seminars and training schools to enhance and maintain current knowledge on products, industry trends, government compliance and related professional skills.

#### **Requirements**

- Three years sales experience with a wholesale organization selling services within the construction industry.



- High School diploma or Two-year technical degree or more preferred.

**Knowledge, Skills and Abilities**

1. Qualified applicants must be customer oriented and motivated with excellent oral and written communication skills.
2. Strong leadership, problem solving and organizational skills and ability to prioritize and manage multiple tasks and deadlines.
3. Experience delivering state-of-the-art services offerings and ability to keep abreast of technology trends and how they apply to real world projects.
4. Formal presentation skills within both large and small group settings.
5. Strong negotiation skills with ability to influence and drive decisions to finalize the sale.
6. Ability to exhibit a positive, friendly and helpful attitude with customers and to be sensitive to their needs.
7. Excellent attendance and the ability to meet deadlines.