



**JOB TITLE: Sales Representative**

**DEPARTMENT:** Sales

**REPORTS TO:** Mark Kosloski

**EFFECTIVE DATE:** 11/12/2019

**SUMMARY:** A start-up mentality, positive “can do” attitude, an entrepreneurial spirit, and a passion for the safety and security of our senior population is essential to succeed in this position.

As a Sales Representative you will be responsible for new revenue development by generating demand for our products in the senior living industry. You will join an organization that is dynamic and fast paced, with possibilities to make a difference and add value to our business and those that we serve.

**DUTIES AND RESPONSIBILITIES:**

- Building an adequate pipeline of new opportunities is the most important aspect of this position.
- Aggressively prospecting through cold-calling, networking, and creative marketing activities to sell our products and services.
- Using a consultative sales approach, undertake site surveys, customer meetings, formal presentations and collaborative sales initiatives to develop a comprehensive solution for the customer.
- Present solutions in a formal proposal document.
- Develop a business plan for the named accounts that are assigned to you.
- Create an overview of each prospect account, define the potential opportunity, and market capitalization value.
- Establish a budget based on the anticipated sales quota revenue and associated expenses. Include a burn rate that is consistent with anticipated sales goal.
- Ensure that all customer and partner information is entered in CRM accurately, and timely manner. Document in CRM (SalesForce) all activities i.e. phone calls, e-mails, quotes, opportunities and sales calls.
- Review with executive management each week the pipeline forecast.
- Collaborate with internal partners to ensure a smooth transition from sales to operations.
- Develop and execute a strategic plan to promote growth
- Identify national account, buying groups, and pursue this business following approval from management.
- Attend trade shows and other customer events in assigned territories.
- Other duties as assigned.

**QUALIFICATIONS:**

- Bachelor’s Degree from an accredited four-year institution.
- Person must have experience in enterprise solution sales in IT medical industry

- Minimum of three (3) years of business development experience selling enterprise solutions in the IT medical industry.
- Must have experience in serving as the customer advocate internally and have exceptional customer service skills.
- Proven consultative selling, critical thinking, ability to address objection skills. The ability to effectively read, write and give oral presentations.
- Detail oriented individual with strong organizational skills and ability to skillfully manage multiple tasks and opportunities simultaneously.
- Understand security technologies, as-built drawings, information technology, and electrical trades.
- Must be proficient with Salesforce, Microsoft Office, Blue Beam, and Smartsheet.
- Driver's License and Passport.

### **TRAVEL REQUIREMENTS:**

- Preferably based out of either San Diego, CA or Palm Harbor, FL.
- Regular travel is an important part of this position as you will exceed 50% of your time traveling to meet with clients and attend marketing functions.

### **SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

### **COMPETENCIES:**

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Cost Consciousness** - Looks for cost savings opportunities; Conserves organizational resources.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Design** - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- **Initiative** - Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. The employee must occasionally crouch, stoop, or reach. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually moderate.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and*

*responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ACKNOWLEDGEMENT**

I have read the foregoing job description and understand the responsibilities of the job. I agree that I am able to perform the essential duties of this position.

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Employee Name

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Manager Name

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Employee Signature

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Manager Signature

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Date Signed

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Date Signed