

JOB TITLE: Sales Agent

PAY RATE: \$12.00 hr. for 10 hour week

LOCATION: 727 Dilworth Lane, Suite 202 Rock Hill SC 29732

REPORTS TO: President

JOB SUMMARY:

Incumbent promotes and sells new business accounts. Develops full market potential of customers, and all service lines. Identifies prospect companies. Demonstrates service knowledge and assists prospects in service selection. Helps prepare price quotation, sales terms, delivery dates, service obligations, etc. Prepares weekly reports on activities. Receives, discusses and edits orders from customers and communicates to the internal support team.

JOB RESPONSIBILITIES:

Sales Agent

- Make weekly business development cold calls
- Make comprehensive contact management notes in technology tool
- Send follow up emails to cold calls and hand written letters
- Work with recruiters to skill market top talent
- Work with President on Marketing Campaigns
- Quarterly drive to business parks to find new companies or to receive correct contact information
- Work on LinkedIn and other media to source correct company contact information
- Use want ads to Market top talent to
- Schedule sales appointments for President

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified

ESSENTIAL REQUIREMENTS:

Position Qualification: (Requirements are representative of the minimum qualifications to perform the essential duties and responsibilities successfully. The incumbent will possess the abilities or aptitudes to perform each duty proficiently.)

Knowledge:

1. Must be able to handle the details of a confidential nature.
2. Should be able to screen, refer or respond to telephone inquiries.
3. Should have sufficient knowledge of organization's structure, policies and personnel.

Skills & Abilities:

1. Should have good computer skills including word processing and google documents.
2. Should demonstrate proficiency with standard office equipment.
3. Ability to organize and assemble presentation books in various forms including paper and digital.
4. Strong organizational skills, written ability, understanding and administration of company financials and budgets, organizational administrative support of vendors, ability to multitask and work under pressure especially when there are tight timelines.

Education:

1. College preferred
3. Strong written communication skills

Experience:

Equivalent combination of education and experience will be considered for meeting the minimum Requirement

Language Skills:

1. Must have exceptional verbal and written communication skills.

Mathematics Ability:

1. Should be able to perform college level math.
2. Should be able to process statistical and financial data into reports.

LEADERSHIP REQUIREMENTS:

1. Acts in a manner that builds trust and demonstrates integrity.
2. Develops and maintains a positive working relationship with others.
3. Respect the unique contributions of all individuals.
4. Supports a working environment where differences are appreciated, valued and encouraged.
5. Seeks to understand the circumstances, needs and perspectives of others.
6. Promotes high levels of accountability.