



JOB POSTING

Position: Sales Representative

Division/Department: Sales Department

Reports to: Sales Manager (Ginette Deininger)

Salary: \$14 / hour plus commission plan

SUMMARY

Responsible for all sales activities in assigned accounts and / or regions. Manage quality and consistency of product and service delivery. Meet and / or exceed identified sales quotas.

PRIMARY RESPONSIBILITIES

- 🔗 Present and sell company products and services to current and potential clients.
- 🔗 Reply to RFP's, RFI's, and RFSA's directly in line with company's products and services lines.
- 🔗 Prepare action plans for prospects and base accounts
- 🔗 Follow up on new leads and referrals resulting from field activity.
- 🔗 Qualify sales prospects and contact these and other accounts as assigned.
- 🔗 Prepare presentations, proposals and sales contracts.
- 🔗 Develop and maintain sales materials and current product knowledge.
- 🔗 Establish and maintain current client and potential client relationships.
- 🔗 Meet identified sales targets.
- 🔗 Prepare paperwork to activate and maintain contract services.
- 🔗 Manage account services through quality checks and other follow-up.
- 🔗 Identify and resolve client concerns.
- 🔗 Prepare a variety of status reports, including prospecting activity, contract closings, follow-up, and adherence to goals.
- 🔗 Communicate new product and service opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff.
- 🔗 Coordinate company staff to accomplish the work required to close sales.

- 🔗 Develop and implement special sales activities to increase sales.
- 🔗 Other duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS

- 🔗 University Undergraduate degree or similar.
- 🔗 Ability to persuade and influence others. Ability to develop and deliver presentations. Ability to create, compose, and edit written materials. Strong interpersonal and communication skills in both English and French. Be able to demonstrate knowledge of advertising and sales promotion techniques.
- 🔗 Proven ability to achieve sales quotas
- 🔗 Maintain a professional appearance and a positive company image to the public.
- 🔗 Available to travel to current and potential clients. This requires the possession of a valid driver's permit.
- 🔗 Must be flexible with work schedule and occasional overnight travel.

WORKING CONDITIONS

LRDG provides a professional and conducive work environment and all tools and facilities required for the responsibilities assigned. The motivated and successful sales representative can create for himself a very lucrative and personally satisfying long-term career.