

# Sales Associate

## Sales Associate Job Description

### Description

Contegix Sales Associates are critical members of the Business Development department. The role of a Sales Associate is to increase Contegix's revenue and profit by working with prospective customers to identify and close sales opportunities. Contegix Sales Associates are expected to act as a trusted advisor, and to develop sales while maintaining positive customer service and right-fitting customers and prospects into service offerings that are appropriate for the customer's or prospect's needs. Developing a deep understanding of the Contegix service catalog will be required in order to adequately advise prospects on the value of Contegix, and to be able to identify customer needs. A technical aptitude and customer service focus is required for success in any role in the Contegix organization, particularly the position of a Sales Associate.

### General Responsibilities

#### Sales Management

- Address and follow-up on all sales leads that are automatically generated
- Identify and execute new sales opportunities
- Qualify prospective customers in an expedient manner and close the sales cycle within prescribed timelines
- Meet or surpass sales quotas to increase Contegix revenues to monthly targets
- Meet or surpass customer growth quotas to expand the Contegix customer base
- Cold calling experience
- Ability to understand and react to industry trends and how these impact the sales environment/sales cycle

#### Customer Care

- Quality customer service is a top priority. Respect for the customers, employees and all other stakeholders, coupled with professional and ethical behavior at all times is a requirement.
- Proven experience showcasing sales ability with customer service abilities, ethics, and values
- Ability to successfully balance the needs of the customer and the needs of Contegix

#### Technology Skills

- Must be able to quickly understand the sales perspectives on the technology products and services offered by Contegix
- Ability to identify new technology products and services the company could adopt to increase sales
- Must be able to communicate with technology-focused employees and customers
- Previous background in technology sales required and ability to prove understanding of the technology

#### Teamwork

- Build relationships with others in the company, including members of other departments, to get results
- Build relationships with customers as though Contegix were a member of the customer's internal IT team

#### Knowledge and Learning

- Sales Associates will show a regular desire to take on new challenges with the goal of expanding their individual knowledge, skills, and abilities
- Sales Associates will prove their team player tendencies by regularly educating other team members and facilitating their growth and learning
- Sales Associates will actively seek out methods for expanding their knowledge and skills beyond company provided or company mandated learning initiatives

## Job Requirements

### Education and Experience

- Bachelor's degree required

- 3+ years B2B sales experience required
- Work experience in technology or technology sales required

## Technical Abilities

- Familiarity with Linux and Open Source technologies a plus
- Familiarity with Microsoft technologies a plus
- Familiarity with networking technologies a plus
- Experience with Salesforce

## General Requirements

- Must have experience in customer service
- Schedule flexibility
- Ability to have fun in a hectic environment and put customer needs first
- Strong ability to learn new technologies quickly enough to make intelligent decisions
- Outstanding problem solving and leadership skills
- Excellent communication skills, both written and verbal
- Excellent organizational skills and ability to adapt easily
- Ability to prioritize and work around deadlines
- Ability to remain professional, confident and patient at all times
- Must be a team player
- Must be able to work effectively and contribute value with limited direction

## 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 sit and talk or hear. The employee is frequently required to walk and use hands to finger, handle, or feel. The employee is occasionally required to stand and reach with hands and arms. The employee must periodically lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

## 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.

The noise level in the work environment is usually moderate.

***The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.***