



Total Solutions for Security Professionals

## JOB DESCRIPTION

**Title:** JR INSIDE SALES ASSOCIATE  
**Department:** SALES  
**Classification:** NON-EXEMPT  
**Location:** LTS ASSOCIATE INC.  
**Grade:**  
**Reports To:** BRANCH MANAGER

### POSITION OVERVIEW

The Jr. Inside Sales is responsible for continued growth and development of our customer accounts. Our customer base consists of distributors, resellers and installation professionals. This individual will also be a key coordinator to assist the sales team in documentation and order preparation and assist the sales process. To cultivate relationships, provide product details, secure sales opportunities and increase sales will be the essential responsibilities.

### ESSENTIAL JOB FUNCTIONS

- Generate new customer relationships and develop ongoing trusted strategic partnership; Maintain productive working relationship with existing customers and engage them regularly and particularly when new products are launched; Assess and validate customers' needs on a regular basis.
- Assist in identifying opportunities to scale product revenues.
- Approach and connect prospective clients with sales calls, emails, direct mails, and build a good and effective network and relationship with prospective clients.
- Provide operation support to sales team and support on going branch operation by handling inquiry calls and passing it on to relevant parties.
- Maintain an in-depth knowledge of the complete line of products & services; embrace security system technologies and their applications via training and research.
- Maintain up-to-date knowledge of market and product trends  
Other duties as assigned.

### ESSENTIAL REQUIREMENTS

- Ability to communicate clearly, concisely and professionally in written responses to emails and oral responses to calls
- Strong presentation and interpersonal skill is a must
- Ability to maintain confidential business information
- Ability to respond to customers in a timely and effective manner
- Computer proficiency including Microsoft Office (Word, Excel, Powerpoint, Sharepoint, Outlook)

- Ability to work independently with minimum supervision
- Ability to work under pressure
- Strong negotiation skill and team player mindset is a plus
- Must be self-motivated with a proven track record selling and delivering solutions
- Energetic and positive attitude, and enthusiasm to excel
- Bilingual a plus!

## **OTHER REQUIREMENTS**

- Willing and able to work additional hours when needed
- Willing to Travel or Relocate if necessary
- Bend, lift, open and move product and related office items varying in weight

## **EDUCATION**

- 1+ Years of Professional Experience in Sales or related areas preferred
- Experience in security system industry is highly desired

*The above position description identifies the essential job functions and skills needed by the person or persons assigned to this position. These job functions and skills are not intended to be a complete and inclusive list of all responsibilities, duties, and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. The information contained herein is subject to change at the discretion of the Company.*

***I understand the responsibilities and requirements for the Jr Inside Sales Associate as described above.***

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_