



Total Solutions for Security Professionals

JOB DESCRIPTION

Title: SENIOR SALES ASSOCIATE I
Department: SALES
Classification: NON-EXEMPT
Location: LTS ASSOCIATE INC
Grade:
Reports To: SALES MANAGER/BRANCH MANAGER

POSITION OVERVIEW

Senior Sales Associate I is to sell and provide guidance about products needed by distributors, resellers and installation professionals.

ESSENTIAL JOB FUNCTIONS

- Develop and maintain relationships with potential and existing clients.
- Identify and locate new clients through a variety of methods including networking and cold calls.
- Develop and implement strategies for sales in an assigned region or industry.
- Apply knowledge of the field and product features to match products to the needs of clients.
- Answer inquiries from clients concerning products, their uses, and the industry at large.
- Provide information, quotes, credit terms, and other bid specifications to clients.
- Negotiate prices, terms of sales, and/or service agreements; prepare contracts and submit orders.
- Collaborate with purchasing departments, managers, and other staff to confirm that orders are processed with accuracy and efficiency and that products are distributed properly.
- Periodically prepare and report results, status of accounts, and leads to manager.
- Perform other duties as assigned.

ESSENTIAL REQUIREMENTS

- Excellent verbal and written communication skills.
- Excellent sales and negotiation skills.
- Thorough understanding of technical products to be sold.
- Organized with attention to detail.
- Proven ability to build and maintain relationships with clients.
- Proficient with Microsoft Office Suite or related software.
- Strong presentation and interpersonal skill is a must

- Ability to eliminate sales obstacles through creative and adaptive approaches
- Ability to maintain confidential business information
- Ability to respond to customers in a timely and effective manner
- Ability to work independently with minimum supervision
- Ability to work under pressure
- Must be self-motivated with a proven track record selling and delivering solutions
- Energetic and positive attitude, and enthusiasm to excel
- Keep growth with teamwork spirit
- Must be self-discipline and follow company's policies and procedures

OTHER REQUIREMENTS

- Some domestic and/or international Travel may be required
- Willing and able to work additional hours when needed
- Willing and able to train new sales associates and keep a growth mindset
- Bend, lift, open and move product and related office items varying in weight

EDUCATION

- 5+ Years of Professional Experience in Sales or related areas
- Experience in security system industry is highly desired
- A bachelors degree in Business, Computer Science, IT / Network, Engineering or related technical field, or equivalent industry experience

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 Senior Sales Associate I as described above.

Name (Print): _____

Signature: _____

Date: _____