

# OUTSIDE SALES REPRESENTATIVE

**NATURE OF WORK:** Under general Supervision performs work of moderate difficulty marketing Office Supplies to organizations in the local business community and statewide; performs related duties as assigned.

**TYPICAL DUTIES:** (Illustrative Only)

- Solicits end-user accounts for office supplies
- Contacts current and prospective customers to explain products and promotions
- Prepares price quotes and creates buyer incentives
- Conducts direct sales of Office Supplies
- Utilizes various marketing tools and media for sales campaigns
- Delivers merchandise to customers when necessary
- Conducts after-sale follow up with customers and provides excellent customer service
- Makes presentations to business and community groups regarding QC's offerings
- Attends conferences, meetings and training as required
- Prepares and maintains customer files and records documentation of all sales actions
- Coordination of details relating to Sales and Customers
- Provide backup coverage in Call-Center
- Performs related work as assigned

**REQUIREMENTS:**

- Strong professional drive and confidence
- Basic understanding of sales strategy and techniques
- Excellent computer skills in relevant applications.
- Ability to learn new programs used for sales tracking and CRM functions
- Passion for sales and helping people

**KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of:

- Techniques and practices associated with direct selling and customer service
- Written and verbal communication skills
- The use of advertising, product promotions and customer incentives to create and increase sales volume
- Recordkeeping and file management

Working knowledge of:

- Standard office practices, procedures and equipment
- Business English, spelling and math

Skill in:

- Use of multi-media to communicate information about QC's products to a diverse clientele
- Use of computers and data entry
- Self-motivation
- Records management

Ability to:

- Meet with prospective clients and create positive business relationships
- Effectively meet deadlines and maintain work flow
- Establish and maintain effective working relationships with coworkers, customers, partners and the public
- Follow written and verbal instructions
- Communicate effectively verbally and in writing
- Effectively manage sales territory
- Manage time

**MINIMUM QUALIFICATIONS:** Three years of experience in direct sales, or any equivalent combination of education, training or experience which demonstrates the ability to perform the duties of the position. Must have valid Arizona

Drivers License and clean driving record for the past 3 years. Must live in the area and have own vehicle and mobile computer.

Quality Connections is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status or employees with military family members, political affiliation, or any other factor protected by law.