

Sales Representative - Haven Promos

Location: Anywhere- Telecommuting possible position.

Approved By: CEO

Posted Date: January 2012

Abstract:

A salary and commission-based position with consideration for employee health benefits. The position requires someone with initiative, drive, ambition, the ability to work independently and think outside of the box.

Tasks:

- Answer clients' questions about products, prices, availability, product uses and credit terms.
- Recommend products based on clients' needs and interests.
- Contact regular and prospective clients to demonstrate products, explain product features, and solicit orders.
- Estimate or quote prices, credit or contract terms, warranties, and delivery dates.
- Consult with clients after sales or contract signings to resolve problems and to provide ongoing support.
- Prepare drawings, estimates, and bids that meet specific client needs.
- Provide clients with product samples and catalogs.
- Identify prospective clients by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
- Monitor market conditions, product innovations, and competitors' products, prices, and sales.

Technology used:

- Windows and Macintosh Computers
- Web-based Client Relationship Management; Order Tracking; Idea, Quote and Order Request Software (developed in-house at Haven Promos)
- Email – Apple Mail, Mozilla Thunderbird, or Microsoft Outlook
- Calendar and Scheduling Software, such as Apple iCal or Microsoft Outlook
- Office Suite Software – Apple iWork, Microsoft Office, or Open Office

Knowledge Required:

- English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Mathematics – College-Level mathematics.

Knowledge Preferred:

- Sales and Marketing – Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

Sales Representative - Haven Promos

- Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Economics and Accounting – Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Skills Required:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking – Talking to others to convey information effectively.
- Time Management – Managing one's own time and the time of others.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Persuasion – Persuading others to change their minds or behavior.
- Service Orientation – Actively looking for ways to help people.
- Negotiation – Bringing others together and trying to reconcile differences.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Coordination – Adjusting actions in relation to others' actions.

Abilities Required:

- Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
- Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Speech Clarity – The ability to speak clearly so others can understand you.
- Speech Recognition – The ability to identify and understand the speech of another person.
- Written Comprehension – The ability to read and understand information and ideas presented in writing.
- Near Vision – The ability to see details at close range (within a few feet of the observer).
- Written Expression – The ability to communicate information and ideas in writing so others will understand.
- Inductive Reasoning – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Sales Representative - Haven Promos

- Category Flexibility – The ability to generate or use different sets of rules for combining or grouping things in different ways.

Work Activities

- Establishing and Maintaining Interpersonal Relationships – Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Getting Information – Observing, receiving, and otherwise obtaining information from all relevant sources.
- Selling or Influencing Others – Convincing others to buy merchandise/goods or to otherwise change their minds or actions.
- Communicating with Persons Outside Organization – Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Resolving Conflicts and Negotiating with Others – Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- Organizing, Planning, and Prioritizing Work – Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Identifying Objects, Actions, and Events – Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Processing Information – Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Monitor Processes, Materials, or Surroundings – Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

Work Styles

- Integrity – Job requires being honest and ethical.
- Dependability – Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Initiative – Job requires a willingness to take on responsibilities and challenges.
- Stress Tolerance – Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Persistence – Job requires persistence in the face of obstacles.
- Attention to Detail – Job requires being careful about detail and thorough in completing work tasks.
- Self Control – Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Cooperation – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Analytical Thinking – Job requires analyzing information and using logic to address work-related issues and problems.

Sales Representative - Haven Promos

- Independence – Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

Work Values

- Relationships – Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are
Co-workers, Moral Values and Social Service.
- Achievement – Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are
Ability Utilization and Achievement.
- Independence – Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.
- Applicant's values must be in-line with Haven Promos' Core Values.