



## Outside Sales Representative - Digital Photo Division

### General Description:

Global Imaging Sales Representatives are responsible for the partnership between Global Imaging and our customers. From initial contact to closing sales, consultative selling techniques are practiced throughout.

Global Imaging Sales Representatives will sell color imaging equipment, supplies, warranties, installation packages, customized training packages and various other equipment, supplies and services as provided by Global Imaging.

Sales responsibilities include but are not limited to:

- Proactively initiate, contact, manage and develop leads on a regional and national basis
- Identify specific needs of clients, departments and organizations. Align solutions with Global's offerings.
- Prepare proposals, quote prices, consult on solutions, provide information on terms of sales and delivery
- Provide technically advanced demonstrations on equipment solutions
- Customer service including customer problems, complaints and questions in person or by telephone
- Communicate with vendors on shared clients, prospects, and opportunities at initiation of opportunities and through sales cycle
- Account development
- Keep apprised of new product introductions and opportunities for current and future sales and markets
- Develop long-term relationships with customers and vendors through the use of database, phone calls, events, providing information and exhibiting an excellent level of service
- Customer and prospect profile maintenance
- Participation in programs and events
- Report to management on customer relationships, pipeline, forecasts and new prospects
- Mentor new sales staff
- At all times maintain high level of knowledgeable about product and service offering

General responsibilities include but are not limited to:

- Answer phones and assist callers with their needs
- Take customer orders
- Assist walk-in customers, vendors and guests
- Act resourcefully and in an innovative way to solve problems and complete tasks
- Communicate constructively to officers and team members on problems, ideas or any other insights to assist in defining new ideas, policies and procedures
- Accurately complete documents which are essential for the operation of Global Imaging' business
- Work a minimum of 40 hours per week
- Present an appropriate business appearance at all times

Qualifications and requirements include but are not limited to:

- Familiarity with the graphics industry including digital cameras, scanners, color printers, color management
- Advanced photographic experience
- Professional, creative and dynamic presence and the ability to communicate with people at all levels
- Excellent written and verbal skills at technical and professional levels
- Strong interpersonal, oral and written communication skills
- Excellent time management skills, ability to prioritize multiple tasks
- Basic computer and keyboarding skills
- Work well in a team and independently
- 2-5 years consultative sales experience
- Ability to see color accurately
- Knowledge of color and digital color translation

- Keen intelligence and negotiation skills

Physical Demands:

- Shipping, receiving and packing of equipment and supplies
- Ability to carry supplies, parts, and equipment (50 + lbs)
- Car and air travel, including overnight travel

***NOTE: The above job description does not include all of the duties that a sales representative will be asked to perform while on the job. A sales representative will also be asked to perform other duties and handle other responsibilities. In addition, some or all of the above job description may be changed or revised from time to time.***