



Sales Professional

Job Summary

The Global Imaging Sales Representative is responsible for every aspect of the partnership between Global Imaging and our customers. From initial contact to closing sales, consultative selling techniques are practiced throughout.

Sales responsibilities

- Initiate, contact and manage leads
- Prepare proposals and consult on solutions
- Customer service and account development
- Customer prospect profile maintenance
- Integrated system solution development
- Provide demonstrations on equipment solutions
- Participation in programs and events
- Quote prices, prepare proposals and provide information regarding terms of sales and delivery dates. The Global Imaging Sales Representative will sell color imaging equipment, supplies, warranties, installation packages, customized training packages and various other equipment, supplies and services as provided by Global Imaging
- Continually develop new business within various regions and industries on a regional and national basis
- Throughout the qualification process, identify the specific needs of individual clients, departments and entire organizations and how Global Imaging solutions meet those needs
- Proactively develop leads from trade and professional organizations, shows and events and other sources
- Report to management on customer relationships, pipeline, forecasts and new prospects.
- Mentor new sales staff
- Maintain long-term relationships with customers through the use of database, phone calls, personal activities, events and various other methods
- Handle customer problems, complaints and questions in person or by telephone
- Present an appropriate business appearance at all times while working
- At all times maintain high level of knowledgeable about products and services offered by Global Imaging
- Handle, describe and make minor repairs and adjustments to equipment offered by Global Imaging

General Responsibilities

- Answer phones and assist callers with their needs
- Take customer orders as they come in
- Assist customers as they walk in
- 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 and be compensated through commissions and performance bonuses

Qualifications and Requirements

- 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 include:

- Shipping, receiving and packing of equipment and supplies
- Ability to carry supplies, parts, and equipment of various weights into various situations
- 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, a portion of the all of the above job description may be changed or revised from time to time.*