

## Job Description: External Sales



### Title: Sales Representative

### Reports to: President/CEO

#### Job Objective:

Responsible for all sales activities, from lead generation through close in an assigned territory. Develops quality business relationships to establish new accounts and to retain clientele. Works with support operations for the achievement of customer satisfaction, revenue generation, and long-term account goals in line with company vision and values that enhances The Peeler Group brand.

#### Responsibilities:

- Responsible for the sales of professional security, investigation and intelligence (employment/tenant screening) services to commercial establishments and high profile individual markets.
- Demonstrates technical selling skills and product knowledge in all areas listed above that allows Sales Representative to give effective presentation of The Peeler Group products and services.
- Develops annual business plan in conjunction with the President/CEO, which details activities to follow during the fiscal year, which will focus the Sales Representative on meeting or exceeding sales quota.
- Complete understanding of pricing and proposal models.
- Demonstrates the ability to carry on a business conversation with business owners and decision makers.
- Maximizes all opportunities in the process of closing a sale resulting in the taking of market share from larger competitors.
- Sells consultatively and makes recommendations to prospects and clients of the various solutions The Peeler Group offers to their business issues.
- Develops a database of qualified leads through referrals, telephone canvassing, face to face cold calling on business owners, direct mail, email, and networking.
- Assists in the implementation of company marketing plans as needed.
- Creates and conducts effective proposal presentations and RFP responses that identify prospects business problems, the effects of the problems, and The Peeler Group solutions to their problems.
- Responsible for sourcing and developing client relationships and referrals.
- Demonstrates the ability to gather, submit detailed business information for underwriting, pricing, and presentation of solutions to identified prospects' business problems.
- Maintains accurate records of all sales and prospecting activities including sales calls, presentations, closed sales, and follow-up activities within their assigned territory, including the use of Microsoft Outlook and QuickBooks to maintain accurate records to maximize territory potential.
- Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team.
- Participates and contributes to the development of educational programs offered to clients, prospects and company employees.
- Maintain regular attendance and productivity to ensure avoidance of non-productive costs. Promptly arrives at all scheduled meetings, presentations and relative business appointments with prospects and company.

## Relationships and Roles:

### Internal / External Cooperation

- Maintain contact with all clients in the market area to ensure high levels of Client Satisfaction.
- Demonstrate ability to interact and cooperate with all company employees.
- Build trust, value others, communicate effectively, drive execution, foster innovation, focus on the customer, collaborate with others, solve problems creatively and demonstrate high integrity.
- Maintain professional internal and external relationships that meet company core values.
- Proactively establish and maintain effective working team relationships with all support departments.
- Teleconferences weekly with President/CEO and in person on a monthly basis.
- Communicates on a monthly basis short-term and long-term objectives and sales forecasts to President/CEO.

### Job Specifications:

1. College degree preferred; current College Student at sophomore grade level or higher. Training and experience may be used as an equivalency.
2. Two or more years experience in outside sales in a business to business service environment.
3. Excellent oral communication and writing skills.
4. Ability to get along with other employees, follow directions, work under stress and continuously improve.
5. Basic knowledge of Microsoft Office Microsoft Outlook, QuickBooks, QuickBooks Management, etc.; the capability to use and/or learn to use a computer and peripheral equipment required.
6. Good math skills to include fractions and percentages.
7. Ability to work in a team oriented management environment and to help solve problems.
8. Ability to establish and maintain effective working relationships with associates, supervisors and the general public.
9. Ability to get along with other employees, follow directions, work under stress and continuously improve.
10. Ability to deal with internal and external customers and to ensure compliance with fair employment practices and perform multiple tasks in a timely, courteous and professional manner.
11. Willingness to travel and work in a global team of professionals.
12. Ability to manage time effectively and create progressive scheduling to meet sales, company and client demands without constant supervision
13. Reliable, appropriate transportation to visit clients and potential clients.
14. Ability to meet sales quotas.
15. Clean driving and criminal record and the ability to meet screening criteria of The Peeler Group and the governing State Authority.

**FAX RESUME AND BACKGROUND RELEASE TO**

**518.853.4754**