

Job Title: **Sales Associate**

Department: **Sales**

Reports To: **Chief Commercial Officer**

FLSA: **Non-Exempt Hourly**

FTE: **1.0**

Job Summary

The **Sales Associate** develops and maintains relationships with new and existing clients and provides them with products and services that ensure customer satisfaction.

General Accountabilities

- Maintains a strong commitment to quality.
- Supports an environment of teamwork and trust.
- Recommends product or service enhancements to improve customer satisfaction and sales potential.
- Meets and exceeds personal sales volume and KPI goals.
- Drives repeat business through strong local networking, customer data capture and building of customer loyalty.
- Executes high customer experience standards, to include a world-class culture and industry-leading customer engagement through strong sales techniques and product knowledge.
- Manages day-to-day customer communications and relationships.
- Identifies and interprets customers' requirements, aligns them with products and services, communicates recommended solutions to customers in written and verbal form.
- Follows up on provided leads and cold calling to generate new prospects.
- Prioritizes sales leads, quotes, negotiate and close on sales quotes.
- Follow-up on quotations and customer base to increase sales.
- Participates in trade show activities, occasional business travel may be required.
- Identifying procurement opportunities to enhance sales inventory.
- Identifying potential strategic vendor and or supplier partners.
- Any other duties/tasks as assigned or requested by the Chief Commercial Officer or CEO.

The company reserves the right to add or change duties at any time.

Job Qualifications

- Education: High School Diploma or equivalent
- Associate or bachelor's degree preferred
- Minimum 2 years sales or customer service experience

Skills

- Excellent verbal, written, and interpersonal communication
- Ability to prioritize work, meet deadlines, achieve goals
- Ability to work effectively under pressure
- Strong organizational, multi-tasking and problem solving
- Commitment to team atmosphere
- Proficient computer skills with knowledge of Microsoft Office, Excel, Outlook
- Self-motivated, time management skills