

## **Sales Representative**

**JOB TITLE:** Sales Representative

**REPORTS TO:** COO & Office Manager

**WAGE/HOUR STATUS:** Competitive Commission Structure

At id ScreenPrint we specialize in marketing programs for organizations, businesses, and groups. An industry leader in garment decoration. As a highly successful company who offers embroidery, screen print, other garment printing and design of custom apparel, promotional products, awards, and gifts; all types of marketing material to boost a business. Id ScreenPrint is scouting for an ideal candidate who will be highly motivated and capable of an independent work atmosphere. Sales experience preferred.

### **Accountability & Duties:**

- Rep will be able to construct written communication effectively and properly for letters and emails with minimal assistance and have a dynamic voice that conveys professionalism, especially via phone.
- Rep will have excellent oral and written communication skills and computer skills.
- Rep will display the ability to implement policy, procedures outlined in company handbook
- Ensure monthly and annual sales budgets are met.
- Ability to use personal computer and software to develop spreadsheets and databases
- Resourcefulness, Professionalism, and strong work ethic are essential for this position.
- One who pays attention to detail, organizational skills, and a multitasker.
- Superior, fast past and service oriented for existing and new clients.
- Accurate data entry.
- Educate customers on products and services
- Will aggressively make and take calls to initiate, establish, and build strong customer loyalty and relationships.
- Actively developing new accounts, also generating quotes and presentations for existing accounts, and handling inquiries from clients.
- A motivated self-starter, continually increasing knowledge of products and services through training and self-learning.
- Reliable internet connection

**WORKING CONDITIONS:**

Region, city & district-wide travel; occasional prolonged and irregular hours; supervises and evaluates the performance of projects, day to day business. Lifting and moving supplies from one place to another. Possible exposure to heat, production supplies & chemicals.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of responsibilities and duties that may be required.