



**JOB DESCRIPTION**

Division/Department	Sales Department		
Location	Corporate office – Topeka, Kansas		
Job Title	Solutions Sales Representative		
Reports to	Lawrence Reynoso	<i>Title</i>	VP, Sales & Marketing
Travel:	Minimal	Type of position:	Salary: Base + Commission + Qtr/Yr Bonus Potential Phone & Car Allowance
		<input checked="" type="checkbox"/> Full-time	

**GENERAL DESCRIPTION**

The Solutions Sales Representative will work directly with the VP, Sales & Marketing and Director of Managed Services and Field Manager to facilitate and manage new Sales and Marketing activities to include:

- Create, maintain and execute a successful sales plan through prospecting, cold calling, setting appointments with prospects, presenting solutions and proposals which will successfully integrate solutions into client environments and building loyal customer relationships.
- Maintains sales contact database (Sales Chain) on a daily basis to maintain an up-to-date and accurate record of all sales activities. Keep calendar updated with appointments and tasks.
- Will apply a consultative approach to C level and IT contacts with prospective customers through analysis of customer business and technology requirements, workflows and short/long term corporate initiatives which will lead to a customized business solution to include printers, MFPs, software, while working with the Managed Services team
- Keep current on all relevant product knowledge, promotions, pricing and marketing materials by reviewing provided material and self education
- Prepare and deliver effective presentations to qualified customers including in-house and on-site product demonstrations.
- Achieve revenue and profit goals for assigned territory by protecting existing business AND growing market share in assigned territory.

**WORK EXPERIENCE REQUIREMENTS**

- Minimum of 3 years prior experience in outside Sales, within the office equipment or IT industry is preferred.
- Strong communication and interpersonal skills (written, verbal and presentation) to include experience in client relations at the C-level.
- Strong proficiency and knowledge with the Microsoft Office Suite of products (Word, PowerPoint, Excel, Outlook etc)
- Strong understanding of document/image work flow
- Highly self-motivated, assertive, self-starter and flexible with a willingness and desire to learn
- Basic understanding of information technologies and networking concepts

**EDUCATION REQUIREMENTS**

- Bachelor’s Degree in Business, Communication, Marketing, IT or other related fields required
- Industry certifications helpful (ie. CDIA+, Document Management, Print Management, etc)