



Junior Sales Representative

Job Summary

The Junior Sales position is a great place to start your career at Global Imaging. The intention of this position is to provide a training ground for junior reps to be able to graduate and take on their own account base. While assisting the senior team (for 6+ months depending on performance) in every aspect of the partnership between Global Imaging and our customers, junior reps will learn our products, markets, industry and the Global Imaging sales process and skills. These individuals will be a direct point of contact for our customers and senior sales team to assist in product and application inquiries, expediting the sales process and following through with customer requests.

Sales responsibilities

- Customer prospect profile maintenance
- Prepare proposals and consult on solutions
- Customer service and account development
- Participation in marketing programs and events
- Quote prices, prepare proposals and provide information regarding terms of sales and delivery dates. The Global Imaging Jr. Sales Representatives will sell color imaging equipment, supplies, warranties, installation packages, customized training packages and various other equipment, supplies and services as provided by Global Imaging
- Throughout the qualification process, the Jr. Sales Rep will learn to identify the specific needs of clients, departments and entire organizations and how Global Imaging solutions meet those needs
- Report to management on customer relationships, pipeline, forecasts and new prospects
- Develop relationships with customers through the use of database, phone calls, personal activities, events and various other methods

General Responsibilities

- Answer phones and assist callers with their needs
- Take customer orders
- Assist walk-in customers
- Act resourcefully and in an innovative way to solve problems and complete tasks
- Communicate constructively to management and team members on problems, ideas or any other insights to assist in defining new ideas, policies and procedures

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
- Keen intelligence and negotiation skills
- Knowledge of digital color imaging industry including digital cameras, scanners, color printers, color management and digital color translation
- Technical aptitude in the graphics industry is a plus

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

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.