



27565 RESEARCH PARK DRIVE
POST OFFICE BOX 236
MISSION, SOUTH DAKOTA 57555
PHONE: 605.856.8400

JOB DESCRIPTION

COMPANY: Rosebud Office Solutions

POSITION: Sales Representative

REPORT: Rosebud Office Solutions General Manager

CLASSIFICATION: Non-Exempt

LOCATION: REDCO Headquarters Mission, SD

JOB SUMMARY:

The Sales Representative actively seeks out and engages customer prospects to boost top-line revenue growth, customer acquisition levels and profitability.

RESPONSIBILITIES:

- Present, promote and sell products/services using solid arguments to existing and prospective customers.
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs.
- Establish, develop and maintain positive business and customer relationships.
- Reach out to customer leads through cold calling.
- Expedite the resolution of customer problems and complaints to maximize satisfaction.
- Achieve agreed upon sales targets and outcomes within schedule.
- Analyze the territory/market's potential, track sales and status reports.
- Keep abreast of best practices and promotional trends.

ADDITIONAL RESPONSIBILITIES:

- Other duties as assigned.

REQUIREMENTS:

- High School Diploma/GED required.
- Proven work experience as a sales representative.
- Familiarity with CRM practices along with ability to build productive business professional relationships.



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- Highly motivated and target driven with a proven track record in sales.
- Excellent selling, communication and negotiation skills.
- Prioritizing, time management and organizational skills.
- Relationship management skills and openness to feedback.

COMPENSATION:

Salary based on education, qualifications, experience, and salary history. The position is classified as a *Retail Salesperson* position according to the Bureau of Labor Statistics wage scale.

CERTIFICATIONS

I have read and understand this job description.

Employee Signature

Date

Job Description Approved:

Chief Executive Director, REDCO

Chairman, Board of Directors