



Job Title: Sales Professional

FLSA: Exempt

EDUCATION and/or EXPERIENCE

- Bachelor's degree (B.A.) from a four-year college or university.
- 3 – 5 years of sales experience.
- Excellent presentation, communication and interpersonal skills.
- Ability to use common office equipment such as, but not limited to, copiers, fax machines, phone systems, work stations and laptop computers.
- Ability to use word processing software, spreadsheet and presentation programs such as Excel and PowerPoint are preferred, but not required.

JOB SUMMARY

A Sales Professional will hold a position with key responsibility to sell the entire array of SCI products and services to new clients thereby increasing SCI's revenue. Essential knowledge and the ability to understand and apply the principles of Strategic Selling are critical to overall successful sales and in maintaining long-term client relationships.

ESSENTIAL RESPONSIBILITIES include but are not limited to:

- Responsible for identifying and successfully selling to national clients with significant business potential for SCI. Customer satisfaction and account relationship building are key responsibilities.
- The Sales Professional is responsible for significantly increasing the revenue base of SCI products and services in their assigned territory. The Sales Professional is expected to provide support and assistance to customers in the context of on-going business relationships. The Sales Professional is expected to maintain a high level of customer satisfaction for current customers while generating new business opportunities. The Sales Professional is expected to make effective use of SCI's management team and all SCI resources to meet customer needs. The Sales Professional makes recommendation to management regarding key account challenges and opportunities.
- The Sales Professional acts as a leader, influencer and role model in all business environments. Represents SCI with a strong degree of professionalism. Manages account relationships and provides primary support to customer interface. The Sales Professional maintains executive-level calling presence. Leverages resources within SCI to bring programs, account planning and other strategic programs to accounts for their benefit.
- The Sales Professional is responsible for alerting the appropriate SCI staff of potential sales so that the organization can work effectively to produce a faultless conversion process.
- The Sales Professional is expected to demonstrate significant leadership skills as well as possessing an advanced knowledge of SCI's products and services. The Sales Professional – at any level – must be exceptionally persuasive in presenting SCI as a solution to the potential client's business needs.
- The Sales Professional is expected to introduce the appropriate SCI staff to the potential client so as to insure that there is a full clarify and understanding on issues of systems capability and flexibility, timeliness, benefits issues, payroll issues and all compliance issues.
- The Sales Professional acts as a resource to SCI's staff. Provides accurate input for sales programs, customer reactions, new trends or indications from customers. The Sales Professional is expected to serve as an importance source of accurate, sensitive information from customer environments.
- May perform additional duties as assigned.