



TKX Marketing

Job Description

Title: Sales Associate

Reports to: TKX General Manager

Summary of Essential Job Functions

1. Ability to prioritize work that aligns with sales goals.
2. Creates and delivers customer proposals.
3. Analyze customer needs and develop suggested approaches to solving those needs.
4. Assists in setting organizational goals for sales, quality, and cycle time management.
5. Review and analyze sales progress and implement changes as needed.
6. Make sales cold calls, stop-ins, and utilize all other means to ensure sales targets are met.
7. Work with account manager to schedule meetings for requirements gathering.
8. Conduct requirements gather meetings to support sales directives.
9. Meet or exceed sales targets and objectives set by TKX Marketing.
10. Work with TKX General Manager to ensure individual goals align with organization's goals.
11. Cultivates relationships with clients to ensure long-term relationships are strong.
12. Responsible for quality control systems and measures.

Minimum Qualifications

- 2-3 Years in Marketing sales or related experience.

- Posses a working knowledge of relevant applications: Website domain and hosting, Microsoft Office Suite, etc.
- Experience in project management.
- Posses a working knowledge of IT problem solving systems.
- Demonstrated ability to effectively and efficiently problem solve, drive sales funnels, and analyze data for process improvement.
- Ability to clearly communicate in person and over the phone.
- Demonstrated ability to work independently, prioritize workloads, multi-task and manage priorities in order to meet deadlines.

Physical Abilities Required

Work is indoors in an office environment with moderate noise. Intermittent physical effort involving lifting of up to 25 pounds, walking, and stooping, kneeling, crouching, or crawling is required. A typical workday involves sitting, frequent use of a keyboard, reaching with hands and arms, and talking and hearing, approximately 70% of the time. Approximately 30% or less of the time is spent standing. Normal vision abilities required, including close vision and ability to adjust focus.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

