

SALES EXECUTIVE

Purpose:

The Sales Executive will be an integral part of the Everything Ice Sales Department working closely with other members of the sales team. You will be tasked with developing new and continued business with a full range of product lines that include the following: refrigeration systems, ice rink floors (portable and permanent), dasher boards, dehumidifiers, all ice rink accessory items.

Reports to:

Sales Manager

Responsibilities:

Customer Service & Interaction: Contacting new leads to qualify, follow up on existing customers, update information in CRM (database).

- Initial Contact
- Sales Calls
- Qualifying
- Database Management
- Build and sustain a relevant sales opportunity funnel.

Project Design Assistance: Work as liaison between the customer and internal departments during the Kick-off and design phase of the projects as needed.

- Assure creation of specifications and drawings that reflect the customers' requirements.
- Transition of proposal to accurate project budgets and schedules.

Creation of Proposal: Create proposals based on customer needs, specification, and request for proposals.

- Request for Proposal Review
- Proposal Writing
- Integration with other company departments and operations to assure accurate estimates and schedules are provided to the customer.

Marketing & Promotion: Assist with creation of all company marketing material and promotions of the company.

- Catalog, Brochures, Website, Social Media
- Attend Sales Meeting and Presentations
- Attend Tradeshows

Requirements

- Travel to meetings, job sites, tradeshows, etc.
- Maintain acceptable sales levels of \$5M/year.

Knowledge, Skills & Abilities:

- Bachelor's degree in Business/Marketing is preferred; candidates without a business degree will be considered provided their education and work experience match the needs of the position.
- Mechanical/refrigeration background is preferred.
- Proven working experience in forecasting, developing relevant opportunity funnel, and closing sales.
- Possesses above average communication skills both written and oral.
- Proficient with Microsoft Office along with above average general computer skills.
- Willingness to work in a team first environment.
- Self-motivated and self-directed.

Signatures:

This job description has been approved by all levels of management.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____

This position description is not intended to be complete or all-inclusive and does not preclude management from assigning other or related functions.

*This position description is not intended to be complete or all-inclusive and does not preclude management from assigning other or related functions. **Everything Ice, Inc. is an AA/EOE. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items.***