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## JOB POSTING

<b>Job Title:</b> Sales Development Representative	<b>Job Level:</b> IC3	<b>Status:</b> Salary Exempt
<b>Reports To:</b> UE Sales Manager	<b>Department:</b> Sales	
<b>Location:</b> Digital Wave / Denver Colorado	<b>Post Date:</b> June 2019	

### **Job Summary:**

The Sales Development Representative is the primary support resource for customers, partners, and Sales Managers. The function of the role is to provide direct support for the ongoing development of existing and prospective customers and to aid the sales department in meeting its growth targets and sales plans.

### **Duties and Responsibilities:**

- Cold calling potential customers.
- Provide extensive interaction with customers, partners, and team via phone and email.
- Identify possible sales opportunities and provide to the sales team for potential future growth.
- Aid in resolving internal and external requests or issues related to product selection, application, specification, and installation.
- Prepare quotes and assist in order processing
- Travel as needed with Sales Managers to support presentations and trade show activities
- Work with Operations to ensure deadlines are being met and orders are being processed in a timely matter.
- Assist controller on invoicing and verify invoicing has occurred when order is processed
- Resolve customer issues or difficulties pertaining to orders in a professional manner
- Provide ongoing status updates to customers, partners, and team via phone and email
- Other duties as assigned

### **Supervisor Responsibilities:**

- The job has no supervisory responsibilities

### **Education, Certifications & Qualifications:**

- Bachelor's Degree Business Administration or Technical discipline
- 1-2 years prior sales experience, sales support or administrative function assisting teams
- Above Average MS Office applications (Word, Excel, PowerPoint, etc.)
- Experience with Customer Relationship Management (CRM) software solutions – Salesforce

### **Knowledge, Skills and Abilities:**

- Ability to acquire and maintain an expert level of product knowledge and services
- Ability to deal with 'gatekeepers' and overcome initial objections
- Must have strong problem-solving skills and a desire to create solutions.
- Ability to maintain detailed records and provide reports when requested to various departments
- Must have demonstrated and effective interpersonal, oral and written communication skills with the ability to professionally interact with internal and external customers; respond to common inquiries or complaints from customers and regulatory agencies.
- Ability to write correspondence that conform to prescribed style and format.



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- Ability to establish and maintain rapport and effective communication with diverse levels within company and external customer organizations.
- Prior experience working under tight deadlines with shifting priorities.
- Must have the ability to work in sensitive and confidential situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions with ability to deal with abstract and concrete variables.
- Demonstrated understanding of basic math principles and procedures, ability to work with mathematical concepts such as probability and statistical inference.

#### **Physical Demand & Work Environment:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit for long periods of time at a computer and use hands to finger, handle, or feel. The employee is moderately required to stand, walk, reach with hands and arms; stoop, kneel or crouch; talk and hear while utilizing a telephone. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.
- Must be able to travel to 10%-15% This position may work in the plant and outdoors in the field, therefore subject to all weather conditions sometimes to include extreme cold and heat. The work described while working in the plant or field will require wearing all PPE depending on circumstance which may include: safety glasses, hard hat, ear protection, leather gloves, safety vest and steel toed boots.

#### **Apply**

##### Internal Applicants:

Complete an internal application and submit it to Human Resources

##### External Applicants:

Email your resume to: [resumes@digitalwavecorp.com](mailto:resumes@digitalwavecorp.com) OR mail your resume to:

Hexagon Digital Wave, LLC

Attn: HR Manager,

131760 E. Arapaho Road

Centennial, CO 80112