



Gila River Telecommunications, Inc.

Position Title: Sales Representative
Exempt Status: Exempt
Department: Native Technology Solutions/Alluvion Communications
Reports To: Subsidiary Manager
Date Written: February 14, 2018
Incumbent:

Job Summary:

The Sales Representative is responsible for expanding sales and growing clients for Native Technology Solutions/Alluvion Communications subsidiaries of Gila River Telecommunications, Inc. The Sales Representative is also responsible for scheduling, tracking sales and promotional initiatives, and assisting with all direct and indirect sales efforts. The Sales Representative uses sales and negotiation skills to prospect and to conduct sales of products and services.

The Sales Representative reports directly to the Subsidiary Manager or Designee.

Job Description Duties:

- Identifies business opportunities by cultivating prospects off the Community as well as within the Gila River Indian Community.
- Generate sales leads through cold calling, personal networking and the effective use of company resources and turn them into profitable sales.
- Identifies and enters new territories to sell the company's products and services.
- Approach existing vendors and/or company of new products or upgraded products.
- Communicate with the subsidiary manager what is being requested by the customer or vendor.
- Represent NTS/Alluvion product portfolio to target customers, with a focus on cross selling and developing new lines of business.
- Identifies to product improvements or new product solutions by remaining current on industry trends, market activities, customer demands, and competitive services.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions, securing contracts, and acting as the solely customer sponsor.
- Maintains relationships with clients by providing support, information, and guidance; researches and recommends new opportunities; recommends profit and service improvements.
- Report to the subsidiary manager and tracks both sales progress as well as the stage of all prospects and proposals submitted to prospective customers and vendors.
- Ensure GRTI Employee Handbook is understood and followed in a consistent and respectful manner.

Note: This job description in no way implies that these are the only duties to be performed by this employee. She/he will be required to follow any other instructions to perform any other duties as requested by her/his supervisor.

Skills and Competencies:

- Knowledge of sales, consistently meet or exceed sales quota.

- Assist in the development of products and services for targeted markets.
- Establish direct and channel relationships in order to expand sales outside of the company's immediate geography.
- Able and willing to continue business skill development.
- Good computer skills, i.e. Excel/Microsoft Office Suite.
- Communicate effectively with co-workers and various business contacts in a professional and courteous manner.
- Function effectively as a team player.
- Ability to research issues and resolve them.
- Highly organized with special attention to accuracy, details and deadlines; ability to work with frequent interruptions.
- Good verbal and written communications skills.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Exercise judgment and decision making; consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Understand the implications of new information for both current and future problem-solving and decision-making.
- Maintain strict confidentiality guidelines in accordance with company policy.
- Work and contribute successfully within a culturally diverse work environment
- Consistently demonstrate high degree of integrity, honesty and accuracy.
- Basic interest and aptitude in tasks and skills associated with sales.

Education and Experience:

Requires a minimum Associate's degree in marketing, business administration, or related field plus 1 to 3 years in sales experience in the telecommunications or IT industry. Knowledge of sales principles and practices and the ability to leverage computer software and technology tools to increase sales.

Compensation:

This position includes base pay and benefits plus commission. As this is a sales position, compensation is weighted heavily toward the commission component.

Equipment Used:

Telephone; FAX, calculator, computer, monitor, printer, hardware and software packages, computer peripheral equipment i.e. mouse, keyboard; Microsoft Suite, Tablets, Wireless devices.

Additional Requirements:

- Will be asked to provide 39 months driving record. Position requires insurability under GRTI insurer requirements.
- Will be required to pass a pre-employment drug and alcohol test and a background check.

As a matter of Company policy, all employment is on an at-will basis, meaning that employment shall last for so long as mutually agreeable. Either the employee or the Company may terminate the employment at any time with or without cause.

Preference in filling vacancies is given to qualified enrolled Gila River Indian Community Members, other Indians, and non-Indian spouses of officially enrollment Community members in accordance with Tribal Employment Rights Office (T.E.R.O.) Ordinance (No. GR-02-09, Gila River Indian Community).