



## TECHNOLOGY SALES POSITION

### Duties and Responsibilities

- Primary responsibility is to contact prospective clients using direct mail, electronic mail, phone calls, personal contact, seminars, social media, and trade shows. Direct contact will be primary and at good pace.
- Be responsive to prospect sales inquiries that come into Entre from the fax, email, website, phone, or other sales activities
- Be informed on changes in our industry that affect business and technology needs
- Understand and competently communicate Entre's capabilities to satisfy client product, services, or training needs
- Coordinate and facilitate presales activities with Entre staff, subcontractors, and the prospective client
- Be professional and consultative in your dealings (i.e., honest, trustworthy, objective, competent)
- Document your prospecting and the cultivating activities in Entre's customer resource management program
- Participate in the prospect's solution analysis and presentation
- Participate in the project planning and management
- Responsible for your time management and goal achievement
- Responsible for contact management, contracts, and accounting details with assigned accounts

### Education

- Require high school diploma
- Prefer post high school education, such as college, technical/trade school

### Skills and requirements

- Sales experience (direct sales including outside contact, phone contact, and indirect activities)
- Computer Usage (particularly wordprocessing, presentation software like PowerPoint and Visio, sales tracking, email, and Internet)
- Minimum of 4 years work experience, minimum of 2 years in sales
- Highly desirable to have experience in computer or telecommunications industry
- Interest in community involvement
- Administration, organization, and documentation for client/prospect tracking
- Customer service personality and likeability
- Professional, neat appearance
- Communication skills--verbal and written at a consulting level
- "Get the job done" mentality, and flexible in performing a variety of tasks
- Dependability and reliability
- Can work favorably in a team environment
- Licensed driver in good status with the State of Montana

**Job hours** 8 hours per day, and what it takes to accomplish mutually agreed goals

**Start date** immediate need

### Compensation

- base plus commission
- full benefits available for full-time employees

### Contact information:

Step 1-- e-mail or fax resume to Mike Keene, [mkeene@entremt.com](mailto:mkeene@entremt.com), or fax 256-0201

Step 2—Candidate will be contacted

Step 3—Complete job application and be invited for interview

Step 4—Hire and receive necessary training