



Job Title: Sales—Computer Training

Location: Billings, MT

Duties and Responsibilities

- Primary responsibility is selling Entré's computer training services and classes. You will contact prospective clients using phone calls, direct mail, electronic mail, personal contact, seminars, social media, and trade shows. Direct contact will be primary and at a good pace
- Be responsive to training inquiries that come into Entré 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 Entré's capabilities to satisfy client training needs
- Coordinate and facilitate the sales process with Entré staff 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 Entré's customer resource management program
- Participate in the training prospect's solution analysis and presentation
- Responsible for your time management and goal achievement
- Responsible for contact management with training opportunities

Education

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

Skills and requirements

- Sales experience (prefer direct sales experience including outside contact, phone contact, and social networking)
- Computer Usage (Office 2010: Word; Excel; Outlook; PowerPoint; sales tracking and Internet)
- Minimum of 4 years work experience, minimum of 2 years in sales
- Desirable to have experience in computer or telecommunications industry
- Ability to quickly learn and keep up with changes in the computer or telecommunications industry
- Able and willing to provide administration, organization, and documentation for client/prospect tracking
- Interest in community involvement
- Customer service personality and likeability
- Professional, neat appearance
- Communication skills--verbal and written at a consulting level
- "Get the job done" mentality, flexible in performing a variety of tasks, and willing to take direction
- Proven experience working favorably in a team environment
- Licensed driver in good status, and become licensed in the State of Montana within 3 months

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, or fax 256-0201

Step 2—Candidate will be contacted

Step 3—Complete job application and be invited for interview. See www.entremt.com for all open positions and for job application

Step 4—Hire and receive necessary training