

# **Teoma Systems**

## **JOB DESCRIPTION**

**POSITION/TITLE:** SALES REPRESENTATIVE

**DEPARTMENT:** SALES

**MANAGER:**

**LOCATION:** Troy, MI

### **GENERAL DESCRIPTION:**

This is an entry level sales position responsible for uncovering new business customers to sell IP telephone systems, carrier services, desktop and server services, storage and security solutions, and voice, video and data cabling.

### **DUTIES/RESPONSIBILITIES:**

- Prospecting, lead generation and setting appointments.
- Establish relationships with new customers.
- Tracking and management of current and potential customers through the use of a customer contact system.
- Successfully sell Teoma's voice, video & data solutions; and professional services.
- Responsible for meeting or exceeding monthly sales quota.
- Participation in regularly scheduled sales meetings.
- Responsible for providing reports on sales activity, sales forecasts and other quantifiable sales objective measurements.
- Perform other job related duties as required.

### **JOB QUALIFICATIONS:**

#### ***Related Experience***

- 1-2 years sales experience.

#### ***Knowledge/Skills/Ability***

- Proven oral and written communication skills
- Strong work ethic
- Independent working and decisions making skills
- Familiar with Microsoft Office (Word, Excel and PowerPoint)
- Can work in a fast-paced environment
- Working knowledge of the Internet

#### ***Formal Training or Education:***

- Bachelor's degree

### **COMPENSATION:**

- Salaried
- Bonus and commission plan
- Benefits

If you are interested in joining the Teoma Team email your resume to [employment@teomasystems.com](mailto:employment@teomasystems.com).  
Teoma Systems is an Equal Opportunity Employer.