



Native Technology Solutions

JOB TITLE: Sales Representative

REPORTS TO: NTS Manager

DEPARTMENT: Sales

FLSA STATUS: Exempt

JOB SUMMARY:

The Sales Representative is responsible for expanding the Native Technology Solutions (NTS) client base in the Greater Phoenix area, including the Gila River Indian Community. The Sales Representative will utilize excellent negotiation skills and knowledge of telephony, cabling and video solutions to effectively conduct the sales of NTS products and services.

The Sales Representative reports directly to the NTS Manager or designee.

PRIMARY JOB DUTIES:

- Identify business opportunities by cultivating new prospects and maintain existing relationships.
- Generate sales leads through cold calling and personal networking.
- Communicate effectively with the NTS Manager.
- Focus on cross-selling and developing new lines of business.
- Identify product improvements or new product solutions by staying current with industry trends, market activities, customer demands, and competitive services.
- Sell products by establishing relationships with prospects; recommending solutions, securing contracts, and acting as the customer advocate.
- Maintain relationships with clients by providing support, information, and guidance.
- Track sales progress and communicate with the customer to manage expectations.
- Ensure Employee Handbook is understood and followed.
- Perform other duties as required.

SKILLS AND COMPETENCIES

- Knowledge of sales principles and practices.
- Willingness to continue skills development.
- Communicate effectively with co-workers and various business contacts in a professional and courteous manner.
- Function effectively as a team player.
- Ability to anticipate and resolve issues.
- Ability to work with frequent interruptions.
- Possess excellent verbal and written communications skills.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Utilize excellent judgment and decision making skills.
- Maintain strict confidentiality guidelines in accordance with company policy.
- Work and contribute successfully within a culturally diverse work environment.
- Consistently demonstrate a high degree of integrity, honesty, and accuracy.
- Must be able to use the following equipment:
 - Telephone; FAX, calculator, computer, monitor, printer, hardware and software packages, computer peripheral equipment (mouse, keyboard; Microsoft Suite, Tablets, Wireless devices).

EDUCATION AND EXPERIENCE

- Must have a Bachelor's degree in marketing, business administration, or related field.
- Must have 5+ years of sales experience in the telecommunications or IT industry.

Note: Any equivalent combination of education, training, and experience that would enable the applicant to satisfactorily perform and meet the duties required of the position may be considered in meeting the stated minimum requirements.

ESSENTIAL JOB FUNCTIONS

The physical demands 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.

- Must be able to use hands, to sit, lift up to 20 lbs., stoop, bend, reach with hands/arms.
- Must be able to sit for extended periods of time.
- Requires the ability to speak, read, write, see, and hear to perform essential duties of the job. Must communicate clearly in English.

- Must be able to perform and complete multiple tasks.

ADDITIONAL REQUIREMENTS

- Will be asked to provide 39 months driving record.
- Will be required to pass a pre-employment drug test and 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 Community Members, other Indians, and non-Indian spouses of officially enrolled Community members in accordance with Tribal Employment Rights Office (T.E.R.O.) Ordinance (No. GR-02-09, Gila River Indian Community).

Gila River Telecommunications, Inc. is an Equal Opportunity/Affirmative Action Employer, subject to Indian Hiring Preference.