



## **Job Description – Supplies Specialist – Entry Level Sales**

**Department:** Sales

**Reports to:** Director of Sales

**Compensation & Status:** Base Salary Range - \$32K + Uncapped Commissions. Status - Exempt

### **Summary Description**

Our target market is the largest customer in the world, the U.S. Federal Government. Our focus is on providing IT products & services that address needs and strengthen agency goals within the “desktop / office environment” (primarily around printing and personal computing systems). The “Federal IT” market is roughly \$82B and growing; ABM Federal has the right tools (solid reputation & performance record, key contract vehicles, strong supplier / business partner relationships, and small-business status) to position an aggressive sales professional for great success.

The Supplies Specialist is expected to drive our transactional business focused on ink/ toner and extended warranties. They are responsible for establishing new contractual relationships as well as day to day micro procurement relationships.

### **Primary Duties /Responsibilities**

#### **1. Prospecting - Research and qualify new business opportunities.**

- Sales Drive - Motivated to hit the phones, schedule in-person meetings, leverage social networks, email, research tools and any other method to generate new business. Always looking for the next opportunity.
- Develop and maintain territory plans which outline objectively and specifically how sales targets will be met on an ongoing basis.
- Develop and maintain key account plans that identify opportunities for company to deliver value, understand gaps and strategic motivators, main stakeholders, buying processes and forecasted procurements.
- Network and create relationships with OEM End User (EU) Reps to identify white space, and opportunities to cross sell
- Identify and suggest sales collateral to be created to help deliver value proposition

#### **2. Pursue and close targeted accounts.**

- Establish relationships with existing and new clients and secure transactional business through phone-based selling.
- Secure contracts / programs that achieve assigned sales goals by presenting solution-based presentations.
- Consult with prospect about business challenges and requirements, as well as the range of options and cost benefits of each.
- Make presentations to senior managers and decision makers.

- Establish, draft and deliver proposals (with significant support and assistance from the company's "Capture" Team).
- Report on sales activity. Update Opportunity funnel tools and CRM notes on prospect and customer interactions.
- Provide feedback to company management on market trends, competitive threats, unmet needs, and opportunities to deliver greater value to clients by extending company offerings.

### **3. Develop and increase industry knowledge**

- Participate in professional memberships, associations, publications, and trade shows.
- Maintain a high level of relevant domain knowledge to have meaningful conversations with prospects.
- Keep current with demand and supply of company's products/services, economic indicators, changing trends and its competitors.

### **Requirements – Skills, Knowledge, and Abilities**

Skills and capabilities for this position:

- Energetic Self-Starter / Self-driven
- Ability to build effective relationships, whether internally or externally
- Possess effective presentation skills
- Demonstrated effective oral and written communication skills
- Strong computer/software skills; ability to use the computer and business-related applications
- Ability to work under pressure and still produce results
- Ability to be flexible and adaptive (as situations change)
- Demonstrated business acumen
- Ability to meet sales targets
- Ability to be proactive and plan effectively
- Enthusiastic and passionate about the work
- Must possess strong time management skills
- Possess strong organizational skills
- Ability to work effectively with a team
- Ability to think strategically
- Ability to build and maintain effective networks (professional contacts)
- Strategy development and project management skills

**Education/Experience:**

- 4-year College Degree or equal Military Service

**Special Requirements:**

- Moderate travel, Continental United States (roughly 10+%)

**Note:** This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.