

Sales Representative I

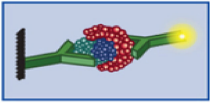
Summary:

The Sales Representative I, will help drive our sales and grow the business. He/she will attract new clients and build solid relationships with them while maintaining existing relationships. Other duties will include market research, developing business strategies and pitches, managing a variety of projects, and identifying new business opportunities.

The Business Development Associate must be resourceful, organized and motivated to increase sales, enhance the company's reputation, and look for new and creative ways to market our products.

Essential Duties:

- Willing to familiarize yourself with the company's vision and mission, seeking to accomplish set goals and objectives.
- Conducting market research and identifying potential clients.
- Cultivating strong relationships with new clients, while maintaining existing client relationships.
- Working closely with staff across departments to implement growth strategies.
- Developing and implementing sales strategies, client service and retention plans, and analyzing sales data to inform or update marketing strategies.
- Assist with drafting business plans, sales pitches, presentations, reference material, and other documents as required.
- Ability to manage multiple projects concurrently and meet deadlines.
- Identify new business opportunities and partners.
- Demonstrate strong interpersonal skills with the ability to engage effectively with various levels of management, staff, and clients.



Equipment used:

- Personal computer
- Basic office equipment.
- Cash register

Job Specifications:

- High school diploma or equivalent.
- 1 - 2 years' relevant work experience in business development or similar field preferred.
- Excellent written and verbal communication skills.
- Ability to handle multiple projects simultaneously and work under pressure.
- Strong organization and project management skills.
- Friendly and personable demeanor.
- Proficient in Microsoft Office and relevant software.

Working Conditions; Physical & Mental Demands:

High paced sales environment.

Supervision of Others:

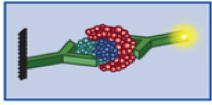
N/A

Monetary Responsibilities:

Some cash handling responsibilities.

Equal Employment Opportunity (EEO):

SLI is an equal opportunity employer and all employees are responsible for maintaining a discrimination and harassment free environment.



Ethics:

All employees are accountable for conducting their daily business responsibilities in an ethical and moral manner.

The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.