



INTERNET
NETWORKING
LAND MOBILE RADIO
VOICE & DATA
SURVEILLANCE & SECURITY
ACCESS CONTROL
FIRE LIFE SAFETY

Now Hiring for a Sales Team Member

Submit Resume and Cover Letter to: cmorris@ccihq.net or Fax to (307) 686-2145

Title: Customer Account Executive

Reports to: Customer Relations Department Manager

Based at: Collins Communications Inc. Main Office - Gillette, WY

Job purpose: Create new system sales whereby sales consistently meet the agreed upon expected minimum monthly sales quota.

Pay Rate: Negotiated Salary as Draw Against Commission

Key responsibilities and accountabilities:

- Qualify sales opportunities
- Prospecting for new customers, bird dogs and elite groups.
- Proposing new sales
- Represent the Company with the utmost professionalism including attire, ethics and conduct.
- Update and manage a sales pipeline and forecast report on a regular basis.
- Record daily all prospecting, proposing and customer/prospect contact in a CRM database.
- Actively participate in product training and identify additional training needs.
- Establish your personal and financial goals. Create specific plans for goal attainment with the input and assistance of the Customer Relations Dept Manager and evaluate progress regularly during Performance management reviews with the Customer Relations Dept Manager.
- Adhere to all company Policies & Procedures including the employee Handbook and enforce all policies within the Customer Relations Dept.



Computer Skills:

- Proficient with Microsoft Windows
- Proficient with Microsoft Outlook email, to assist with sales and customers.
- Proficient with Microsoft Word and Excel to create and edit sales related materials.

Qualifications:

- Ability to communicate effectively, both orally and in writing.
- Clean driving record and valid drivers license.
- Self-Motivated
- Customer service oriented and professional in appearance
- Ability to stay on task and work effectively in a busy environment
- Collins Communications Inc. is a drug free workplace, all employees are required to successfully complete a pre-employment drug screening.

Education and Experience Requirements:

- 2 Years Sales Experience
- High School Diploma

Supervisory Responsibilities:

No formal supervisory responsibilities.

Physical Demands:

The physical demands and work environment described here 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.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually moderately quiet.

