

Education and Sales Consultant

PURPOSE OF JOB CLASSIFICATION:

This job classification is responsible for all sales activities in assigned accounts or area(s) Customers typically include Chicago public schools, private and charter schools including religious schools, park district facilities, day care centers, preschools, libraries, and religious institutions. It manages the quality and consistency of product and service delivery.

SUPERVISION RECEIVED:

Works under the general supervision of a Sales and Marketing Manager

EXAMPLES OF DUTIES:

1. Presents and sells company products and services to current and potential clients.
2. Prepares action plans and schedules to identify specific targets and to project the number of contacts to be made.
3. Follows up on new leads and referrals resulting from field activity.
4. Identifies sales prospects and contacts these and other accounts as assigned.
5. Prepares presentations, proposals and sales contracts.
6. Develops and maintains sales materials and current product knowledge.
7. Establishes and maintains current client and potential client relationships.
8. Prepares paperwork to activate and maintain contract services.
9. Manages account services through quality checks and other follow-up.
10. Identifies and resolve clients concerns.
11. Prepares a variety of status reports, including activity, closings, follow-up, and adherence to goals.
12. Communicates new product and service opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff.
13. Coordinates company staff to accomplish the work required to close sales.
14. Develops and implements special sales activities to reduce stock.
15. Participates in marketing events such as seminars, trade shows, and telemarketing events.
16. Attends trainings and staff development sessions.
17. Follows-up for collection of payment.
18. Coordinates shipping schedules and delivery of merchandise and services.
19. Provides on-the-job training to new sales employees.
20. Performs other duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

1. Knowledge of advertising and sales promotion techniques.
2. Strong interpersonal and communication skills.
3. Basic reading, writing, and arithmetic skills.

4. Ability to persuade and influence others.
5. Ability to develop and deliver presentations.
6. Ability to create, compose and edit written materials.

General Experience:

Five (5) years of experience in sales or a closely related field.

Note: Sales is defined as having direct responsibility for servicing established accounts and/or contacting prospects to promote products for a company. Examples of acceptable experience include the sale of office materials or supplies, education materials, real estate, equipment, or insurance.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

SPECIAL REQUIREMENTS:

1. Visibility requires maintaining a professional appearance and providing a positive company image to the public.
2. Work requires significant local travel to current and potential clients. This requires the possession of a valid state driver's license.
3. Work requires willingness to work a flexible schedule and occasional overnight travel.

APPOINTMENT:

The Chicago School Supply shall determine whether applicants are qualified to fill positions in this job classification.

WORKING CONDITIONS

Working conditions are normal for sales and office environment.