
	Department	200 Sales
	Job Title	Sales Representative
	Document ID:	200-0008-r100402 Sales Representative.docx
	Document Date:	2010.4.02:16:01

JOB TITLE		EFFECTIVE DATE	PERCENT OF TIME
Sales Representative		2 April 2010	100%
DEPARTMENT/DIVISION	SUPERVISOR'S TITLE	WORK LOCATION	
200 Sales	Regional Manager	SHP Main Office	
SUPERVISION/DIRECTION RECEIVED			
<input type="checkbox"/>	Close Supervision	<input type="checkbox"/>	Supervision
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	General Supervision
<input type="checkbox"/>	Direction	<input type="checkbox"/>	General Direction
<input type="checkbox"/>		<input type="checkbox"/>	Other
MANAGEMENT LEVEL			
<input type="checkbox"/>	Supervisory	<input type="checkbox"/>	Non-Supervisory
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Not Applicable

GENERAL SUMMARY OF DUTIES / RESPONSIBILITIES
<p>Under supervision of the Regional Manager, the Sales Representative's primary responsibility is driving new revenue through customer growth, selling SHP products and services. Responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Meet sales quotas and demonstrate achievement of objectives • Prospect and identify potential customers for SHP programs • Develop proposals and customize contracts to meet prospect needs • Up-sell products and services into existing customer • Gain product intelligence through networking, trade shows, reading, etc. • Keep product development team apprised of critical market feedback • Attend trade shows and travel when required • Work with software vendors to enhance/ promote interfaces and integrations with their systems • Develop new business relationships with vendors and others • Keep accurate and timely records in the company's contact management system • Increase the company's presence in the market through networking and other means • Manage key customers and help with retention of existing customers, when requested • Promote the company brand in written and verbal communication

BACKGROUND AND SKILLS REQUIREMENTS:					
Education (Check Minimum level)		Experience		Computer Skills	
<input type="checkbox"/>	High School	<input checked="" type="checkbox"/>	Healthcare Industry	<input checked="" type="checkbox"/>	PC (Windows Based)
<input checked="" type="checkbox"/>	Associate Degree in related field	<input checked="" type="checkbox"/>	Trade Shows	<input checked="" type="checkbox"/>	MS Word
<input type="checkbox"/>	Bachelor degree in related field	<input checked="" type="checkbox"/>	Conferences	<input checked="" type="checkbox"/>	MS Excel
<input type="checkbox"/>	Graduate Degree in related field	<input checked="" type="checkbox"/>	Public Speaking	<input checked="" type="checkbox"/>	MS PowerPoint
<input type="checkbox"/>	Doctorate in related field	<input checked="" type="checkbox"/>	Presentation Skills	<input type="checkbox"/>	MS Access
Technology Skills		<input type="checkbox"/>	Knowledge of Relational Data Base Structure	<input checked="" type="checkbox"/>	Microsoft Dynamics CRM
<input type="checkbox"/>	Microsoft ASP.NET	<input checked="" type="checkbox"/>	Cold Calling	<input type="checkbox"/>	Microsoft SQL Server 2005 & 2008
<input type="checkbox"/>	Microsoft VB.NET	<input checked="" type="checkbox"/>	GoTo Meeting	<input type="checkbox"/>	Ms Project
<input type="checkbox"/>	Visual Studio .NET (2003/2005/2008)	<input checked="" type="checkbox"/>	Teleconferencing	<input type="checkbox"/>	MS Visio
<input type="checkbox"/>	SQL Server 2000/2005/2008	<input checked="" type="checkbox"/>	Webinars	<input type="checkbox"/>	Dreamweaver
<input type="checkbox"/>	XML and .Net Webservice	<input type="checkbox"/>		<input type="checkbox"/>	Sharepoint
<input type="checkbox"/>	Extensive web programming	<input type="checkbox"/>		<input type="checkbox"/>	Adobe Acrobat Professional

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SPECIAL CONDITIONS OF EMPLOYMENT (Licenses, certificates, credentials, altered work schedules, furloughs, travel, etc.)

Knowledge, Skills, Abilities, and Experience:

- Experience in the healthcare field. Familiar with field's concepts, practices, and procedures.
- Minimum of 3-6 years in sales
- Self-directed; problem-solving capabilities; requiring minimal management
- Ability to interact in an enthusiastic, positive manner with prospects, customers, contractors, co-workers and supervisors at all times.
- Ability to work in a fast-paced environment with minimal supervision
- Excellent written and oral communication skills; ability to communicate successfully across a wide variety of communication styles.
- Ability to organize, manage and prioritize multiple tasks and meet specified goals.
- Proficient in email, contact management software, and basic technology and vernacular.
- Ability to maintain confidentiality and comply with HIPAA regulations.
- Experience with Microsoft Office Suite

ESSENTIAL DUTIES OF THE JOB		
PERCENT OF TIME	FREQUENCY	ESSENTIAL DUTIES* (List in order of importance)
100	Daily	Sales Representative II Develops new prospects and interacts with existing customers to increase sales of an organization's products and/or services. Performs a variety of tasks.

NON-ESSENTIAL DUTIES OF THE JOB		
PERCENT OF TIME	FREQUENCY (d,w,m,q,y)	NON-ESSENTIAL DUTIES
		None

REQUIREMENTS:			
"F" for frequently; "O" for occasionally; "N" for not at all.			
PHYSICAL		Must carry/lift loads of:	
On the job the employee must:		ENVIRONMENTAL	
		X	Light (up to 25lbs.)
X	Bend		Moderate (25-50lbs.)
X	Sit		Heavy (over 50lbs.)
X	Kneel/Squat		On the job the employee:
X	Stand		
X	Walk		Is exposed to excessive noise
X	Crawl		
X	Climb Stairs, Steps	X	Is exposed to marked changes in temperature and/or humidity
X	Push/Pull	X	
X	Handle objects (manual dexterity)	X	Is exposed to dust, fumes, gases, radiation, microwave (circle)
X		X	
X	Reach above shoulder level	X	Drives motorized equipment
X	Use fine finger movements		
	Other:		X
			Works in confined quarters and is subjected to typical office noise
			Other