

**THE WISE CHOICE!**



2929 Combee Rd. S. • Lakeland, Florida • 863-686-1799 • fax: 863-687-0816



# New Business Sales Representative

## Summary

Title:	New Business Sales Representative
ID:	1203
Department:	Furniture Sales
Location:	Lakeland, Florida

## Description

### New Business Sales Representative

GLT Total Office is Polk County's premier Steelcase, Inc., dealership and provider of all office solutions and integrated office furnishings, interior architectural systems and floor coverings which create exceptional places for working, collaborating and learning.

#### **Description:**

Develops new business through prospecting and networking. Manages life cycle of order process; delegates and helps prioritize the activities of Sales Coordinators in conjunction with Sales Support Manager. Meets and often exceeds sales volume and profit goals.

#### **Job Functions:**

##### **New Business Development**

- Identifies prospects and potential customers through referrals, networking, associations, business journals, web sites, etc. Achieves success through consultative selling and building strong relationships.
- Researches and investigates all prospects' product, industry, structure, and potential as future client in order to qualify lead and develop an effective call or first contact strategy and sales plan
- Executes call or first contact strategy and establishes rapport or follow-up with prospects; schedules consultative meetings and presentations to obtain future business
- Develop, administer and adjust content of sales presentations in accordance with prepared sales plan
- Prepare quotations and RFPs for the client's review:

- Develop and enter a budget, create pricing, determine profit margin, and align internal resources (project management, design, account management, and other GLT services) for execution of sale. Outlining product specifications, customer pricing, delivery and installation timeframes, as well as the team's and company's capabilities by identifying the customers' needs, budgets and timeframes.
- Maintain professional and technical knowledge by attending company and vendor sponsored educational and product workshops; reviewing professional publications; establishing personal networks; and participating in professional societies.
- Keep management informed by submitting planning reports and project updates.
- Contribute to team effort by supporting related goals.
- Performs special projects as assigned.

### **Qualifications:**

#### **Desired Skills & Abilities:**

- PC Skills: Microsoft Windows including Word, Excel, PowerPoint
- Experience utilizing CRM software
- Strong oral, presentation, written & interpersonal skills. Ability to work well as part of a team to achieve optimal results.
- Self-directed; takes initiative; resourceful; good problem-solving ability and follow through
- Clear and professional communication skills, including verbal, written and listening skills
- Detail oriented with strong organizational and scheduling skills
- Strong analytical and problem-solving skills
- Works well in a multi-task organization
- Diplomatic, polished professional appearance
- Is goal-oriented and motivated to succeed
- Demonstrates enthusiasm and optimism
- Design experience/background or furniture dealership experience preferred
- Selling to construction and/or architecture & design, and sister industries is a plus.

### **Experience:**

- Three+ years sales experience with measurable success, preferably with business-to business exposure.

### **Benefits:**

GLT Total Office offers a highly competitive compensation and benefits package including medical, dental, STD, LTD, Life/AD&D, 401(k), paid time off and paid holidays.

**please email resume to [sales@gltooffice.com](mailto:sales@gltooffice.com) with salary requirements**