



DIRECT COMMUNICATIONS, INC.

Direct Communications, Inc. has been serving the Kansas City area for over 17 years. We specialize in providing communications solutions to businesses including telephone sales and service, data and voice cabling infrastructure and implement the latest Voice Over IP (VoIP) technologies. We are currently looking for self motivated, organized, eager sales people to join our staff.

Job Title: Telecommunications Equipment Sales Entry Level Rep 1-2

Reports To: Sales Manager

FLSA Status: Exempt

Summary: Sells telecommunications equipment by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Compiles lists of prospective customers for use as sales leads, based on information from newspapers, business directories, industry ads, trade shows, Internet Web sites, and other sources.

Call on regular and prospective customers to solicit orders or talks with customers on sales floor or by phone.

Analyzes customer's communication needs and recommends equipment needed.

Displays or demonstrates product, using samples or catalog, and emphasizes features and benefits.

Enters detailed information for quotes to be prepared from computer database.

Estimates date of delivery to customer, based on knowledge of own firm's production and delivery schedules.

Ability to train personnel of business establishments in use of telecom equipment.

Prepares reports of business transactions and keeps expense accounts.

Enters new customer, leads and opportunity data for into computer database.

Maintains record of communications (phone calls, emails, faxes etc.) for new and existing customers in computer database.

Develops and maintains relationships with purchasing contacts.

Attends trade shows.

Willingness to travel to and from customer sites.

May be required to attend a two week training in Arizona


Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Technical Skills - Strives to continuously build knowledge and skills.

Oral Communication - Speaks clearly and persuasively in positive or negative situations.

Written Communication - Writes clearly and informatively.

Business Acumen - Aligns work with strategic goals.

Adaptability - Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction.

Initiative - Looks for and takes advantage of opportunities.

Innovation - Meets challenges with resourcefulness.

Motivation - Demonstrates persistence and overcomes obstacles.

Professionalism - Follows through on commitments.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Computer Skills:

To perform this job successfully, an individual should have working knowledge of Microsoft Word, Excel and PowerPoint.

Certificates and Licenses:

Valid US Drivers License.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

To submit a resume for consideration of this position

Please email your resume to mgr@dci-kc.com or fax to 913.599.3517. PDF or Word document preferred. No calls please.