



**PROSHRED of Houston
Job Description File**

Position:

Outside Sales Consultant (OSC)

Primary Responsibilities & Accountabilities: Sales development

- Generation of new document destruction business within a defined territory by researching, contacting, qualifying and preparing and presenting to prospects
- Sourcing of leads through directories, newspapers, tenders, networking, trade associations, referrals etc.
- Teleprospecting to secure appointments
- Cold calling to secure leads
- Development of customer presentations
- Present and demonstrate benefits of our services
- Preparation of bids and contracts
- Maintenance of contacts in CRM and business agreements with assigned current customers
- Conducts formal annual review meetings with major accounts
- Maintains up to date knowledge on document security and industry trends
- Maintenance of personal objectives, results to objectives and reports on status weekly
- Maintenance of customer records and contacts in Salesforce CRM or similar CRM data base
- Periodic review of customer volumes and pricing and company margins
- Assist in the set up and manning of trade show booths as required
- Solve customer problems
- Adherence to **PROSHRED**[®], NAID AAA, and ISO policies and procedures
- Participates in weekly meetings and other updates

Secondary Responsibilities & Accountabilities:

- Assist in training of new CSR's with respect to sales role
- Ride with CSR's on periodic basis to help stay in touch with the market needs and changes
- Assists with trade shows and other events as required

Qualifications:

- University or College business degree or diploma or equivalent
- Prior experience with a fast paced organization
- Experience in a business to business environment
- Previous experience in sales generation of new business
- Excellent sales and customer service skills
- Excellent verbal, written and presentation skills
- Good people skills
- Good time management and organizational skills
- Computer literacy - Microsoft Word, Excel, Outlook, Salesforce CRM, Internet, etc.
- Energetic, positive attitude
- Results oriented, self starter with a strong work ethic
- Adaptive and innovative personality.

Please send resume and cover letter summarizing your qualifications & salary expectations to GM at brock.bruce@proshred.com or fax (832) 201-8671.

