

Chicago Office Technology Group

Division / Department:

Sales

Location:

Chicago, Itasca and Tinley Park

Job Title:

Account Executive

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours per week: 40

- Exempt
- Non-exempt

General Description: The Account Executive is a full-time outside business-to-business sales professional who is responsible for retaining and growing current accounts and for gaining new market share in a given territory.

Major Responsibilities:

1. Articulate and position COTG products, services and solutions to key decision makers
2. Aggressively pursue competitive accounts and differentiate COTG from competitors
3. Manage the entire sales cycle across customer accounts, engaging specialists as needed
4. Propose and close sales that achieve total revenue growth, profit and customer satisfaction plans
5. Keep abreast of changes in technology and understanding of basic user abilities
6. Prepare daily/weekly action plans by individuals as well as by team to insure focused activity
7. Sustain sales activities; appointments, demos, proposals, cold calls, dials and database updates
8. Meet or exceed revenue and gross profit expectations
9. Perform other duties as assigned

Requirements:

1. BS/BA degree in business or other related field
2. Previous business-to-business sales experience or internship preferred but not required
3. Valid drivers license and minimum levels of auto insurance coverage
4. Excellent communication (oral and written and presentation skills)
5. Proficiency using MS Office, e.g., PowerPoint, Excel and Word and the internet for research
6. Personal drive and internal motivation toward high achievement
7. Ability to work collaboratively and effectively in a team-oriented environment
8. Ability to influence, negotiate and gain commitment at all organizational levels
9. Demonstrated flexibility and adaptability; willingness to take risks and try new approaches

Chicago Office Technology Group

Division / Department:	Sales	
Location:	Chicago, Itasca and Tinley Park	
Job Title:	Education Solutions Specialist	
	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours per week: <u>40</u> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

General Description: The Education Solutions Specialist is responsible for identifying, capturing and developing new business within the K-12 and higher education markets in the greater Chicago area.

Major Responsibilities:

1. Contact prospects in the K-12 and higher education market via telephone, cold call and email
2. Attend and deliver product presentations at events and trade shows
3. Maintains sustained sales activities; phone calls, marketing letters, appointments, assessments, proposals and database updates (Soaring).
4. Develops complex proposals including detailed floor plans, documented activity levels (Excel), costs analyses (Excel) and proposed solutions (PowerPoint).
5. Meets or exceeds revenue expectations.
6. Demo products and prepare lesson plans at customer or internal sites
7. Prepares daily/weekly action plans to insure focused activity.
8. Keeps abreast of changes in technology, and possesses an understanding of basic user abilities to propose solutions.
9. Assess classroom needs and activities, recommending the appropriate technology solution
10. Assist in writing grants and proposals to help gain funding for the institution

Requirements:

1. BS/BA degree in business or other related field
2. Previous business-to-business sales experience preferred
3. Previous experience in the education field is preferred but not required
4. Valid drivers license and minimum levels of auto insurance coverage
5. Excellent communication (oral and written and presentation skills)
6. Proficiency using MS Office, e.g., PowerPoint, Excel and Word and the internet for research
7. Personal drive and internal motivation toward high achievement
8. Ability to work collaboratively and effectively in a team-oriented environment
9. Ability to influence, negotiate and gain commitment at all organizational levels
10. Demonstrated flexibility and adaptability; willingness to take risks and try new approaches

Chicago Office Technology Group

Division / Department:

Sales

Location:

Chicago, Itasca and Tinley Park

Job Title:

Print Management Specialist

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours per week: 40

- Exempt
- Non-exempt

General Description: The Print Management Specialist is responsible for identifying, capturing and developing new business within an existing client base in addition to opening new accounts.

Major Responsibilities:

1. Works closely with the Equipment Division to uncover additional print revenue opportunities.
2. Applies a consultative approach to analyzing customer requirements, activity levels and related costs.
3. Maintains sustained sales activities; phone calls, marketing letters, appointments, assessments, proposals and database updates (Soaring).
4. Develops complex proposals including detailed floor plans, documented activity levels (Excel), costs analyses (Excel) and proposed solutions (PowerPoint).
5. Meets or exceeds revenue expectations.
6. Performs quarterly account reviews to ensure accurate assessment levels.
7. Prepares daily/weekly action plans to insure focused activity.
8. Keeps abreast of changes in technology, and possesses an understanding of basic user abilities to propose solutions.
9. Serves as first line of contact with customers, responsible for creating and maintaining accurate paperwork on each sale.
10. Demonstrates a commitment to the COTG sales processes, values and business code of ethics.

Requirements:

1. BS/BA degree in business or other related field
2. Previous business-to-business sales experience or internship preferred but not required
3. Valid drivers license and minimum levels of auto insurance coverage
4. Excellent communication (oral and written and presentation skills)
5. Proficiency using MS Office, e.g., PowerPoint, Excel and Word and the internet for research
6. Personal drive and internal motivation toward high achievement
7. Ability to work collaboratively and effectively in a team-oriented environment
8. Ability to influence, negotiate and gain commitment at all organizational levels
9. Demonstrated flexibility and adaptability; willingness to take risks and try new approaches