



## Job Description

**Title:** Sales Associate  
**Classification:** Exempt  
**Immediate Supervisor:** Sales Activity Manager  
**Department:** Direct Sales - 165

### Responsibilities

- Present and sell Cbeyond BeyondVoice services and applications to small business customers generating new sales revenue.
- Meet or exceed monthly quota.
- Adhere to the Cbeyond Sales Activity Model.
- Attend all required Cbeyond trainings and sales functions.
- Accurately enter all sales activity into the sales force automation system on a daily basis.
- Assist (if requested) in settlement of disputed accounts on behalf of Cbeyond.
- Work with Customer Service and Operations to ensure customer satisfaction.
- Complete and turn in all required reports and presentations
- Increase sales funnel by cold calling, tele-marketing, lead groups, chamber meetings, agents, etc.
- Work with the back office to ensure customer paperwork is complete and clean so the order flow process runs smoothly and the customer is installed in a timely manner.
- Follow all Cbeyond standards and formats in presentations, proposals, and in professionalism.

### Knowledge, Skills & Abilities: *Required*

- Excellent written and verbal communications and interpersonal skills
- A strong competitive attitude with demonstrated self motivation and exceptional work ethic. Have self discipline to work without a lot of direct supervision.
- Good organizational and time management skills
- Be ethical in dealings with customers, vendors, and co-workers.
- Some outside sales experience desired, such as copier sales, office supplies, telecomm, or any other lead generation sale that requires extensive cold calling.
- A valid state driver's license, a satisfactory driving record, and reliable transportation.
- College degree desired

*The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job and be a reasonable representation of its activities.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_