

JOB TITLE: Technical Sales Representative
REPORTS TO: Bryan Heiber - Sales Manager
HOURS: Full Time – Monday through Friday 8 am to 5 pm
PAY RANGE: Dependent on skills and experience

PRIMARY PURPOSE OF THE JOB:

The technical sales representative will be the main point of contact for new and existing customers. He or she will play a key role in sharing information about our company's capabilities and the equipment and services we can provide. They will be responsible for generating and following up on sales leads as well as focusing on retaining and accruing customers in a fast-paced technical industry.

REQUIRED SKILLSETS OR QUALIFICATIONS (IN NO SPECIFIC ORDER OF IMPORTANCE):

- Minimum of two years sales experience in a technology field, preferably in the cinema and/or broadcast production areas
- Technical knowledge of audio/video switching, connectivity, routing and signal flow
- Hands on experience with cinema and broadcast video equipment, studio and location lighting, grip and associated support equipment
- Passion for the technical aspects of film and video production equipment
- Excellent verbal and written communication skills
- Excellent project management and planning skills, while providing high attention to details
- High level of organization
- Ability to work with and communicate as a team
- Motivated, self-starter who desires success
- Resourceful
- Independent
- Demonstrated to be customer focused and responsive to questions and needs
- Proven ability to understand and practice value added selling
- Ability to multi-task and manage several projects at one time
- Ability to solve unusual or unexpected problems

RECOMMENDED SKILLSETS (IN NO SPECIFIC ORDER OF IMPORTANCE):

- Knowledge of audio and video design and theory
- Knowledge of the production process
- Knowledge of post-production software
- Strong computing skills with Mac & Windows computers

ESSENTIAL DUTIES (IN NO SPECIFIC ORDER OF IMPORTANCE):

- Answer incoming sales phone calls
- Assist walk in customers with sales needs
- Accurately write quotes and sales orders
- Assess customer needs and provide acceptable and accurate solution
- Actively pursue new business
- Maintain accurate and up-to-date customer information in ACT database
- Effectively manage current customer account relationships
- Assist in resolving customer complaints regarding sales and service
- Work with company vendors to assist in company and customer needs
- Assist in finding and acquiring new vendors that pertain to company focus
- Perform employee and client training
- Work with subcontractors and/or third parties as necessary
- Provide technical support to Cinequipt, Inc., employees and clients in areas of expertise
- Provide necessary documents to clients in bid related opportunities

OTHER DUTIES (IN NO SPECIFIC ORDER OF IMPORTANCE):

- Assist in all aspects of the business, when necessary
- Have a knowledge of all working functions and departments within Cinequipt
- Other duties as they develop.

JOB REQUIREMENTS (IN NO SPECIFIC ORDER OF IMPORTANCE):

- Up to 30% travel, primarily in the local area
- Occasional evening and weekend work
- Must possess a valid driver's license acceptable to our insurance company
- Ability to work with others
- Ability to lift up to 50lbs on an occasional basis

Contact Bryan Heiber to apply or for more info - 612-627-9080 or bheiber@cinequipt.com.