

Translators Sales Associate/Account Manager Job Description

Overview

A growing translations company with a branch in Memphis, TN is seeking talented and experienced sales reps/account managers. We are searching for dynamic professionals to help us further strengthen our foot print in the Translations business. Candidates must be experienced in inside/outside sales, customer services, and telemarketing.

We seek candidates with an entrepreneurial spirit, who possess the desire to be the best of the best. As our company continues to grow, we're committed to an environment where every team member plays an integral role. So, we are looking for a candidate who thrives on energy, ambition, challenges and success. You will enjoy working in our dynamic, fast paced environment with our highly knowledgeable and experienced team. Grow your career with a growing and caring company.

Job Description Summary

Candidates hired for this position will be required to perform 3 primary functions:

- a) Account Management – This function will require you to provide customer service, up-sell, and cross sell existing client base assigned to you.
- b) Acquire New Sales – This function will require you to generate your own lead base, contact your leads, bring on new clients, generating quotes, and establish new relationships.
- c) Administrative – This function will require you to perform any administrative duties asked, which includes but is not limited to answering the phones, preparing reports, generating custom quotes, conducting surveys, and any other office tasks asked.

Sample tasks required:

- Prepare action plans and schedules to project the number of sales
- Follow up on new leads and referrals resulting from field activity
- Identify sales prospects and contact these and other accounts as assigned
- Prepare presentations, proposals and sales contracts
- Maintain current product knowledge
- Develop and maintain sales materials
- Establish and maintain current client and potential client relationships
- Prepare a variety of status reports, including activity, closings, and follow-up.
- Adhere to goals
- Communicate innovative product and service opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff
- Participate in marketing events such as professional seminars, trade shows, and telemarketing events

Requirements:

The candidate we are seeking for must:

- Be motivated by opportunity
- Have an outstanding work ethic
- Have great communication skills (both written and oral)
- Have a positive attitude, a strong desire for success and a professional image.
- Be able to bring contacts into our field of business by harvesting past and present relationships.
- Be computer literate and be familiar with Microsoft Word, Excel, and the Web.
- Have experience in sales
- Have experience in customer service
- Ability to present and sell company's services to current and potential clients

Compensation

The position pays a base salary plus bonuses.

Salary ranges from \$1500 to \$3000 per month plus monthly bonuses.

Each candidate will be compensated based on experience.

Application Process

Candidates interested in the position can send a resume and cover letter to hr@translators.com.

All resumes will be reviewed, and only those most qualified will be contacted to schedule for an introductory interview. All successful interviewees will be brought to a paid training session. All those who successfully pass the training will be hired.

This job comes with great growth potential to expand your career. Your performance will be evaluated and measured and will be rewarded accordingly.