



# MNJ TECHNOLOGIES

Position Title: Account  
Representative

Department: Sales

FLSA Status: Exempt

Location: Buffalo Grove, IL

Reports To: Sales Manager

## **Position Purpose:**

As an Account Representative, you will play a crucial role in generating sales for the company by engaging potential customers through various channels to build and maintain long term relationships. The role of an inside sales representative demands strong communication skills, resilience, agility, adaptability to various sales approaches, and a customer-centric attitude to effectively engage and convert leads into sales.

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific duties from this list does not exclude them from the position if the work is similar, related, or is an essential function of the position.

## **Position Responsibilities:**

- Identify and research potential customers or leads using various methods, such as cold calling, email campaigns, social media outreach, and following up on inbound inquiries.
- Meet or exceed sales targets and goals set by the company.
- Generate leads through various methods, including cold calling, networking, and leveraging industry contacts.
- Build and maintain strong, long-lasting customer relationships.
- Develop in-depth knowledge of products or services to explain features, advantages, and benefits to customers.
- Understanding customer requirements and presenting appropriate solutions to meet their needs.
- Conduct consultations, presentations, and demonstrations to showcase the benefits and features of our product and service offerings.
- Participate in company marketing activities and drive attendance to local marketing events.
- Prepare and present proposals, quotes, and contracts, articulating the value proposition of our services effectively.

- Manage the sales pipeline effectively, tracking leads, opportunities, and sales activities using CRM tools.
- Follow up on leads, maintain regular communication, and progress opportunities through the sales cycle.
- Collaborate with internal teams, including technical support and operations, to ensure seamless delivery and implementation of services.
- Stay updated on industry trends, competitor activities, and emerging technologies in infrastructure, security, cloud, and connectivity to inform sales strategies.
- Provide feedback and insights to the sales and product teams to improve offerings and stay competitive in the market.
- Other duties as assigned.

### **Position Requirements:**

- High school diploma or equivalent required.
- Ability to work independently and as part of a team, self-motivated to achieve sales targets.
- Excellent communication skills, both verbal and written, to effectively engage with customers.
- Comfortable using technology to navigate day-to-day responsibilities. Which may include sales software and CRM systems to track leads, progress, and sales pipeline.
- Proficient with Microsoft Office products.
- Strong presentation skills to effectively engage with clients and communicate technical concepts.
- Ability to negotiate, build rapport, and foster strong relationships with prospects and clients.
- A willingness to learn and adapt to different sales strategies and techniques as per the company's guidelines.
- Self-motivated, proactive individual with the ability to prioritize and complete tasks in a timely manner.
- Attention to detail and follow-through.
- Must be able to read, write, speak, and understand the English language.

### **Acknowledgment**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Account Representative** and agree to perform the identified essential functions in a safe manner and in accordance with MNJ established procedures.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by MNJ or myself and that such notice can be made with or without notice.

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Date

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Employee's Signature

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Employee's Printed Name