



Title:	Quebec (Bilingual French & English) Sales Representative/Account Manager
Reports To:	National Sales Manager
<b>Position Summary:</b>	
<p>Manage sales activity for qdata in the Quebec and Maritime provinces territory by performing outgoing telephone and email contact with customers and prospective accounts to develop leads, close business and collect market data in order to grow the qdata customer base. A proven and sustained level of sales achievement and a broad knowledge of qdata product/services. Ability to relate to a wide customer base including consultants, engineers, managers, maintenance personnel as well as retail and wholesale distributors. Ability to work independently and for irregular hours.</p> <p>The candidate will be responsible for prospecting, developing and closing sales of the qdata's products and services in the Quebec and Maritime provinces, and for being the prime contact between the client and the company. You will also work closely with qdata's manufacturer's representatives and other lead generation sources to identify potential business. The ability to initiate and build strong client relationships is essential. Demonstrated sustained level of sales achievement and a broad knowledge of AIDC product and services are required. The ability to relate to a wide customer base including consultants, engineers, managers, maintenance personnel as well as retail and wholesale distributors is necessary. Flexibility is required to work irregular hours and remotely.</p>	
<b>Essential Job Functions:</b>	
	<ul style="list-style-type: none"><li>• Handle prospect and customer requests, questions, and problems via telephone and computer.</li><li>• Bilingual in English and French Canadian</li><li>• As required travel throughout the assigned territory to call on existing and prospective end users. Perform all basic sales functions including canvassing, prospecting, surveying, presenting proposals, making product presentations, closing sales and follow-ups with installation and training. Build and manage a close working relationship with all those who influence the purchase of qdata products and services. Keep sales and margins on an assigned positive growth curve.</li><li>• Build end user and consultant preference for the specification and selection of qdata products and services. Maintain a close working relationship with influencers (Internal and External) to support sales efforts in the territory. Strive to gather the most updated information possible for accounts in the territory. Ensure customer support and service staff are working to support and promote qdata solutions.</li><li>• Maintain complete and accurate records of all customer and prospect contacts within the qdata Customer Relations Management database (Microsoft CRM). Ensure retention of existing customers, sell and promote qdata value-added products and services.</li><li>• Follow up and communicate with senior management or technical support for escalation and resolution of more complex problems.</li><li>• Within a revenue generating culture, meet or exceed qdata performance objectives including sales targets, call quality, and time management.</li><li>• Coordinate between customer services other sales support functions.</li><li>• Continuously analyze market trends and sales data. Display and demonstrate products using samples and sales literature to end users and influencers. Represent qdata at trade shows and association meetings. Provide technical service and support as required.</li><li>• Provide input and implement a sales plan for the territory to maximize return from the territory and to meet the territory's sales quota as established by the Vice President Sales. Develop and maintain an up to date computerized database of the territory using Microsoft CRM. Prepare and submit all required reports in a timely manner including expense reports, monthly and weekly itinerates, weekly sales call reports and other reports as required.</li><li>• Perform other duties as required by the National Sales Manager</li></ul>



**Relationships and Roles:**

- Develop and maintain relationships with OEM representatives such as OEM Territory managers to assist on the closing of deals and future business leads. Develop discount levels to ensure profitability and /or PE(price exceptions).
- Review wins/loss of competing organizations and make applicable changes when necessary to revamp selling style and allow qdata to stay competitive within the market place.
- Develop and maintain relationships with all qdata purchasing, marketing, software and service departments to ensure complete understanding of qdata product capabilities & service offerings.
- Develop and maintain relationship with qdata accounting department to ensure understanding of account/client payment status, credit hold status, credit card status. Ensuring accounting department has all important info on account to ensure timely payment of sales.
- Maintain relationship with National Service Manager & Software Manager on write up of hardware and/or software service agreements, service contract log on expiry dates, client equipment coverage. Being the lead communicator on the account.

**Office and or other responsibilities:**

- Ensuring personal clean office space

EDUCATION	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent or equivalent combination of education and experience.</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Two to five years successful related field sales experience</li> </ul>
REQUIRED SKILLS	<ul style="list-style-type: none"> <li>• Excellent interpersonal, organizational and communication skills (both verbal and written)</li> <li>• Professional telephone manner are required.</li> <li>• Commitment to customer satisfaction, retention and loyalty.</li> <li>• Must be computer literate within a Windows environment.</li> <li>• Ability to work independently in a fast-paced team-oriented environment.</li> <li>• Strong multi-tasking, negotiation and decision-making skills are required.</li> <li>• Must be fluent in written and spoken English and French Canadian.</li> </ul>
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> <li>• Must possess a valid drivers license and satisfactory driving record</li> </ul>

**LIMITATIONS AND DISCLAIMER**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and Provincial Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

