

## OUTSIDE SALES



The GeoFocus Group is seeking an **Outside Sales Representative** to acquire new business by developing strong customer relationships, maintaining an active call back list, and creating and following-up referrals from existing customer base.

This person, at minimum, must:

- Establish new business opportunities with potential customers through cold calling, telemarketing, provided leads, networking and client/associate referrals
- Work to establish add-on business with existing customers
- Maintain an organized and easily accessible filing system (sales leads, prospective business, new business activity, add-on business activity, forecasting, quota details, etc.)
- Achieve monthly and yearly quota requirements
- Attend industry and product related training programs, conferences, seminars and educational forums
- Assist in developing new business ideas and accompanying marketing materials to achieve sales objectives
- Work to build long term relationships with customer base
- Provide accurate price quotes in a timely manner to customers
- Perform other duties as assigned
- Have previous sales experience
- Have the ability to work independently as well as part of a team
- Have a professional demeanor both on the phone and in person
- Have the ability to remain organized while handling multiple projects/tasks
- Have the ability to communicate with co-workers, customers and vendors (verbal and written)
- Must have a valid driver's license

Interested candidates should send their cover letter, resume and list of references to: [info@thegeofocusgroup.com](mailto:info@thegeofocusgroup.com).

**The GeoFocus Group is a proud member of:**

Building Industry and Land Development Association  
Canadian Condominium Institute  
Institute of Inspection, Cleaning and Restoration  
The Indoor Air Quality Association

**The GeoFocus Group**  
**www.TheGeoFocusGroup.com**  
**Dedicated To Honesty, Integrity And Dependability**

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**NOTE: The above job description is not all-inclusive but rather highlights some important duties. Each candidate, upon employment, may perform other related duties as required to meet the ongoing needs of The GeoFocus Group.**

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