

## Job Description – Sales Executive – Custom Residential

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### Title

Sales Executive – Custom Residential

### Reports To

Khalil Williams – Operations Manager

### Key Focus

Development, Design, Customer Satisfaction, Profitability, Market Expansion

### Summary

Responsible for carrying out all company goals and objectives, established by the Operations Manager, as it relates to this position. The Sales Executive is responsible for exceeding sales revenue goals, developing and maintaining valued customer relationships, expanding the company's current customer base, and developing and maintaining professional selling skills.

## Job Duties

Responsibilities as a Sales Executive include and are not limited to the following:

1. Responsible for servicing existing client base while generating new business to expand current customer base
2. Responsible for developing strategic partnerships with Constructors, Interior Designers and other trades within the Custom Residential community
3. Providing timely and accurate response to customers' required proposal and/or bid circumstance
4. Responsible for writing and submitting professional proposals
5. Follows up on all sales leads in a timely and effective manner
6. Promote *Design Electronics* and the products and services that are offered
7. Tracks and provides accurate sales information to company management
8. Provides accurate and timely submittal of sales orders and job notes to appropriate order processing and technical staff
9. Makes necessary sales presentations to customers and management as requested
10. Acquire and maintain sound knowledge of all product lines and services offered
11. Consistently work with management to develop a strategic sales plan
12. Exceed all company sales goals and objectives as it relates to this position
13. Other duties as required or assigned by company management

## Position Requirements

- Possess a degree or diploma from an accredited college or university with an emphasis on business, marketing or electronics, or an equivalent combination of education and experience in the field for sales and installation of electronics equipment.
- Prior experience as Systems Integrator or installer preferred
- CTS, CEDIA, or similar AV industry recognized certifications preferred
- Minimum Crestron level 1 Programmer or Designer certification preferred
- Experience in the AV, Security or Computer field
- Proficiency in the use of personal computers and software including Word, Excel, PowerPoint, Outlook and Data entry systems
- Must possess a high attention of detail and accuracy
- Must be Bondable and Possess a valid driver's license
- Strong interpersonal and organizational skills.
- Some light lifting of objects may on occasion be required
- WHIMS and Fall Arrest (training to be provided)
- Willing to work flexible hours and overtime as required