

Job Description

Sales Representative

Key activities include:

- Dress professionally and Speaks positively about company at all times
- Scheduling walk-thru's, customer meetings and Final clean
- Answers calls, text message and emails in a timely manner
- Create Bid packages, file, fax, scan, laminate and bind bidding documents
- Maintain a positive relationship with existing customer base
- Actively Seek and Gain new customer accounts, track progress and submit reports daily
- Provide a schedule of weekly and monthly goals, submit weekly and monthly list of active contacts
- Maintains customers cleaning and material supply inventory at each location
- Complete Walk through with staff of Professional cleaners, providing cleaning details of the job
- Complete weekly and monthly random checks of cleanliness for each assigned account
- Appropriately handle any customers' complaints and/or cleaning issues
- Ensure that all Assigned customer cleaning questions, walk-thru and bids are properly handled.
- Ensure that each job is preformed to the customer satisfaction and to VeriClean Springs high cleaning standards.

Required Experience

- High school diploma or equivalent, college graduate, or relevant experience with Customer Service, Sales and/or Marketing
- Strong problem solving skills and ability to work independently
- Self-motivated and willing to learn
- Excellent writing communication, and organizational skills with attention to detail and friendly attitude
- Team player is a must
- U.S. citizenship required

Preferred Experience

- Creates/modifies documents using Microsoft Word, Excel, Outlook or other programs
- Ability to work well with people in a professional and courteous manner
- Ability to accept direct supervision for work prioritization
- Ability to handle multiple projects with tight deadlines and be willing to do what it takes to get the job done
- 1 year of Sales, Marketing, Customer Service or willing to learn
- Must Possess a Valid Driver's license

- Must be willing to drive to each job location
- Must have reliable Transportation

Job Location

El Paso County

Position Type

Commission Base

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.