

# Hub-Data911

For over 25 years, Hub-Data911 has designed and manufactured the highest quality mobile software and rugged hardware systems for police, fire, emergency medical, utilities, trucking, military, busing and other specialized transportation environments. We take pride in creating safe, affordable and innovative solutions for critical data management and mobile computing. We offer a generous compensation package which includes an initial base salary and commissions, in addition to medical, dental and vision benefits as well as 401K.

The **Inside Sales Representative** works closely with the assigned Regional Sales Manager(s) to execute the sales and marketing strategies for the assigned territories and/or accounts. Primary objectives include meeting or exceeding sales goals, customer satisfaction, and overall productivity targets. These objectives will be accomplished as a team with the Regional Sales Manager(s).

Some of the Inside Sales Representative's responsibilities and focus include:

- In conjunction with your assigned Regional Sales Manager, meet or exceed all revenue, sales and customer satisfaction targets for your assigned territories. Targets include installed base, upgrades and new business.
- Customers include both end user customers and resellers.
- In conjunction the Regional Sales Manager, complete a Territory/Account Plan annually. The roles and responsibilities of the Inside Sales Representative should be clearly defined and agreed to. The Inside Sales Representative reports to the Regional Sales Manager.
- Leads generation consisting of: cold calling, research for new opportunities, identifying opportunities within our client databases, tracking opportunities and inputting them into the database (currently Wired ACT), and following through with literature.
- Act as the internal contact with Data911 for your assigned Regional Sales Manager and communicate with the Production, Services, Marketing, and Finance departments as needed.
- Schedule product demonstrations with new prospects
- Provide quotations to customers and assist in proposal preparation
- Follow up on any order issues: prices, part numbers, delivery etc.
- Expedite orders as needed
- Assist with Accounts Receivable issues when appropriate
- Ensure that the customers and resellers have the most current product and pricing information
- Follow up on leads distributed to the Regional Sales Manager
- Assist in the preparation of sales orders
- Assist in ensuring that eval unit information is up to date
- Maintain an accurate database of all customer contacts and all activity related to each customer. (Wired ACT)
- Work with the Regional Sales Manager to ensure that accurate forecasts are prepared and submitted in a timely manner as required.
- Maintain excellent relationships with customers and prospects through regular contact and follow-up.
- Attend regional and national trade shows and conferences as needed

Specific Qualifications/Skills:

- Experience as a Inside Sales Representative in a high tech environment
- Experience supporting both resellers and end users
- Excellent knowledge of the MS Suite of Office Products, including Word, Excel and PowerPoint
- Thorough knowledge of CRM applications
- Excellent communications and interpersonal skills
- High level of organization skills with a proven ability to meet deadlines
- Self Discipline - track record of superior initiative, drive, and self-motivation
- A Team Player attitude