

Job Title: Sales

Summary

The Sales person serves as customer facing JMS representative responsible to prospect potential customers, manage day to day sales process for new and existing customers, coordinate & lead presentations and demonstrations, estimate/develop proposals, close sales, and manage/ maintain relationship with existing customers.

Overview of Roles & Responsibilities

This position reports to the JMS Sales Manager and is responsible for identifying and closing building automation systems sales opportunities by identifying the needs of the customer and creating cost effective solutions for those needs. The sales person will also promote JMS and our offerings by building rapport with potential customers; explaining product and service capabilities; overcoming objections; and preparing proposals.

Primary Duties and Responsibilities

To perform this job successfully, an individual must be able to satisfactorily perform each primary duty assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary duties.

- Familiarity with HVAC (heating, ventilation, air conditioning) equipment, lighting and other equipment/products that are part of the building systems.
- Demonstrate ability to meet or exceed sales volume and profit goals
- Demonstrate ability to secure and close sales opportunities by interfacing with and calling on all levels of decision makers.
- Maintain key accounts at assigned sales levels.
- Target and qualify new customers to continually increase new customer base.
- Develop and maintain profession relationships with Engineers, Contractors and End User Customers
- Develop/Write Specifications and Sequences of Operation for Engineers
- Personalize and Provide Presentations and System Demonstrations
- Develop Scope of Work from Plans and Specifications and/or retrofit of existing systems.
- Analyze control system drawings and schematics
- Obtain quotes from subcontractors and suppliers
- Prepare and complete accurate system take off and estimates.
- Create and deliver accurate and comprehensive proposals
- Serve as customer liaison during installation, start up and warranty periods
- Work with customer representative and JMS service department to facilitate proposal of Extended Support Agreement
- Other duties may be assigned

Preferred Additional Knowledge/Skills/Experience

- Ability to promote company's approach to engineered systems and services and communicate the value that this brings to the client.
- Proven consultative sales approach
- Proficiency with Microsoft Office programs including Excel, Power Point, and Word.

- Exceptional Customer Personal Relationship Skills
- Self-Motivated and driven to succeed
- Excellent oral and written communication skills
- Strong presentation skills
- Good time management & organizational skills including, but not limited to the ability to handle multiple demands and assignments.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary duties.

Moving over rough or uneven surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy to light items. Transporting of items such as a laptop computer and luggage; driving an automobile, etc. <25% Travel Required.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the primary duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary duties.

While performing the primary duties of the job, the employee is regularly exposed to outside weather conditions. Employee may work in different environments while on various job sites involving moderate travel requirements.

QUALIFICATIONS: The requirements listed below are representative of the education, experience, skills and/or abilities required. An individual must meet the minimum requirements as listed in each Qualifications subsection.

EDUCATION:

- 4-year BS/BA in Engineering or Marketing desired with equivalent combination of education and experience considered.
- 2 or more yrs. experience in sales related to HVAC, Controls, and/or Smart Building Automation & Technology

End of Description