

Job Description: Outside Sales Representative

Xcel Office Solutions is seeking a full-time Outside Sales Representative to service north Oklahoma City and surrounding areas. The ideal candidate should be an aggressive self-starter who can generate leads, develop new customers, and grow business within existing accounts while at all times adhering to the company's values and goals.

The owners of Xcel understand that hard work is critical to delivering an exceptional customer experience, and they expect it from every member of the team. In turn, they provide a flexible working environment and empower their employees to take ownership of their own careers. This is a great opportunity to join a solid organization with a proven record of success. Interested candidates should submit resumes to jhall@xceloffice.com.

Xcel Office Solutions is Oklahoma's premiere technology company specializing in delivering the latest office technology, enterprise workflow and document management solutions, and managed IT services to small to mid-sized businesses. Xcel Office Solutions is proud to partner with Xerox, whose impeccable reputation for innovation, quality, and ease of use has made them the industry leader. To learn more, please visit Xcel online at www.xceloffice.com.

Responsibilities:

- Identify business opportunities by identifying prospects; researching and analyzing sales options.
- Initiate sales process by scheduling appointments; making initial presentation; understanding account requirements.
- Sell products and services by building rapport and developing relationships with prospects; explaining product and service capabilities; recommending solutions; overcoming objections; preparing contracts.
- Expand sales within existing accounts by introducing new products and services and developing new applications.
- Maintain relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Contribute information to market strategy by monitoring competitive products and reactions from accounts.
- Recommend new products and services by evaluating current product results; identifying needs to be filled.

Benefits:

- Uncapped progressive commission plan
- Performance-based bonuses
- Cell phone and car allowance included
- Paid Training with seasoned reps and managers
- Health, life, dental, vision insurance
- Long- and short-term disability
- IRA plan and profit sharing
- PTO and Sick Pay
- Opportunity to build a career with an industry leader, local company and dedicated employer
- Must be able to travel within 50 miles

Qualifications:

- Bachelor's degree (preferred but not required)
- 2+ years of outside sales experience (preferred but not required)
- Working knowledge of Microsoft Office
- Solid employment history
- Professional appearance and demeanor
- Valid driver's license and proof of insurance