



## Sales Representative Job Description

### **Duties**

1. Pursue broadcast and point to point fax & voice accounts via cold calling from leads generated by marketing efforts as well as into targeting industries.
2. Establish rapport with clients via check up calls and some account maintenance tasks.
3. Seek referrals from current customers.
4. Grow current accounts by offering other services, inquiring about other applications, and inquiring about other department's use of fax and voice services.

**Compensation** – Salary is a combination of base and a generous commission plan that pays residuals, as well as frequent bonuses.

**Health** – United Health Plan – PPO – coverage begins after third month of employment.

**Retirement Plan** – 401k with company matching up to 4%, with immediate vesting schedule.

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