



**Sales Representative
IGL Staffing, LCC**

PURPOSE OF POSITION

Solicit customers or potential customers for goods or services over the telephone. Deliver prepared sales scripts in order to persuade potential customers to purchase a product or service.

COMPANY

IGL Staffing, LLC includes but is not limited to the following companies: IGL TeleConnect, IGL Construction, Great Lakes Communication Corp, Info Dog Security and On Point Strategic Group

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- *Call prospective customers by operating telephone equipment, automatic dialing systems, and other telecommunications technologies*
- *Influence customers to buy services and goods by following a sales script to provide product information*
- *Prepare price quotations, email proposals and close sales with customers*
- *Document transactions by completing forms, record logs and updating customer information*
- *Assist in marketing promotions by providing customers mailed or e-mailed material*
- *Contribute to team effort by accomplishing related results as needed*

SKILLS AND QUALIFICATIONS

- *High School Diploma/GED*
- *Prior sales and phone experience a plus*
- *General computer knowledge including experience with Microsoft Office*
- *Superior customer service, oral and written communications skills*
- *Ability to build client relationships*
- *Extreme attention to detail and documentation*
- *Multi-tasking and ability to prioritize projects and duties*
- *Demonstrate enthusiasm and a positive attitude on a daily basis*

25-30 hours/week with the ability to work flexible hours

To apply, send resume to grouse@glccom.com or stop by 1501 35th Avenue West Spencer, Iowa to fill out an application.