



Job Title:	Sales Coordinator	Supervisor:	President
Department/Group:	FGS	Location:	FGS Madison/Milwaukee
Type of Employment			
<input checked="" type="checkbox"/> Full Time (at least 40 hours per week) <input type="checkbox"/> Part Time (at least 30 hours per week) <input type="checkbox"/> LTE (less than 30 hours or temporary)		Hours per week: <u> 40 </u> <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salaried	
Job Description			
Job Summary:			
<p>The Sales Coordinator position will focus on prospecting with both new and established restoration service accounts in the Madison area in order to generate new business, as well as work directly with the marketing team to help increase our marketing exposure in the area. This is an incredible opportunity to work for a growing company with an industry leading product.</p>			
Principal Duties:			
<ul style="list-style-type: none"> • Actively acquire and solicit new sales leads, as well as drive new business from existing accounts in designated territory. (Mostly sales visits, but also calls, emails and other contacts used to setup appointments) • Entry/updating of account information into existing CRM system • Manage local marketing communications along with support, materials, and training from our team located in Madison, WI. • Weekly and Monthly reporting of results 			
Skills/Qualifications:			
<ul style="list-style-type: none"> • Must have at least 2-3 years of demonstrated success as a sales person, as well as prospecting experience. (preferred Business to Business) • Strong relationship building skills with an ability to work well with others, and a high level of customer service • Must be process-oriented, independent and optimistic • Must have the ability to change and adapt quickly and have a high sense of urgency • Strong verbal skills, approachable, and self-confidence a must • Self motivated and positive personality • Technical, computer know how (Word, Excel, PowerPoint), and email sales correspondence experience • Reliable vehicle and valid drivers license required • Sales or contact management software CRM experience preferred • Social networking, and email sales correspondence experience skills a plus • Strong writing skills • Reliable vehicle and valid drivers license required • Sales or contact management software CRM experience preferred, but not absolutely necessary • Social networking, email sales correspondence, and email blast experience skills a plus 			



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