



Sales Associate

Job Profile

Title	Sr Sales Associate
Reports to	Office Leader

Contact

Cody Smith: Chief Sales Officer | cody@maketheswitch.ca

Job summary

As a key player in the organization the Sr. Sales Associate is responsible for achieving all individual goals from new solar install sales as well as mentoring and assisting Jr Sales Associates.

Summary of Duties and Responsibilities

- Train and onboard new Jr Sales Associates
- Mentor Jr Sales associates in order to help them achieve their sales goals
- Assess and acquire and document solar qualification information for each prospective client
- Acquire and document the needs and goals relating to solar for each prospective client
- Utilize all sales tools, systems, and resources
- Follow up on all incomplete sales for potential clients
- Follow up on all 'cancelled' appointments within required time frame
- Complete assigned lead generation as requested
- Attend and participate in all individual and group meetings as required
- Enter daily statistics, paperwork, and hours worked into the CRM and tracking systems
- Be knowledgeable of and effectively use all training and rehearsal modules provided
- Complete competition analysis as required
- Complete all administration in accordance with company standards and deadlines to include: solar agreements, contracts, CRM entries (statistics, hours worked, agreements),
- Maintain a high level of communication and teamwork with all coworkers to ensure a highly functioning team
- Handle customer complaints in a prompt, courteous, and professional manner
- Support and participate in all community relations events when required
- Support all Switch Energy's programs and services
- Follow-up on outstanding and overdue accounts
- Assist in maintaining office cleanliness

Qualifications

Education

- High School Diploma

Knowledge, Skills and Abilities

- Exemplary communication, time management and organizational skills
- Ability to persevere, build relationships and work in a team
- Proactive, flexible and adaptable
- Energetic, enthusiastic, collaborative with consistent growth mindset
- Ability to fully understand and embrace company culture

Updated: November 09, 2018

Sales Associate



Proficiency in the use of computers for

- E-mail
- Scheduling
- Internet
- Google Maps
- CRM programs

Experience

- Previous success in commission based sales
- Experience in the solar industry 2+ years
- Experience working with sales goals
- Experience with in home sales
- Experience in phone and screen to screen selling
- Experience managing direct reports

Relationship Management:

- Establish and maintain professional working relationships with all levels of the organization

Working Conditions

- Evening and weekend work required
- Overtime may be required
- Travel required

I have read the job profile, understand it, and agree to be held accountable for the duties and responsibilities defined therein.

Associate Signature

Date

Supervisor Signature

Date

From time to time, Switch Energy may require you to perform the duties of other positions, or alter or add to the present duties of your position, at any time. You will perform your duties and responsibilities faithfully and devote every effort and your full time and attention during your working hours to the business of Switch Energy.

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