

Sales Manager Trainee

Location: HQ, Richardson, TX

Reports to: COO

General Description

The Sales Manager Trainee will assist management, the outside sales teams and operations in a variety of functions including but not limited to: customer service, order processing, sales communications, prospect screening, technical service and database management with the goal of learning product, processes and how to build customer relationships sufficiently to be assigned an outside field sales territory.

Responsibilities

- CRM system and customer database management
- Order processing, customer service, inside sales and prospecting
- Technical service
- Manage sales communication materials for outside sales
- Ordering and shipping marketing materials as needed
- Assist in RGA processes and reporting
- Assist in managing company and dealer events such as sales meetings and trade shows
- Contribute to content for electronic marketing communication & company social media sites updates
- Develop technical proficiency in all company products and processes
- Keep current on Guardian product knowledge, business structure and company guidelines
- Become knowledgeable in market & competition offerings
- Such additional duties as may be assigned by the management staff from time to time

Requirements

Must be personable, savvy, self-starter, able to learn new things with minimal supervision and have excellent communication skills. Proficient in using MS software suite. 2-year or 4-year degree preferred, but not required. Must be able to relocate upon completion of training and assignment of territory.

Compensation

Salary:	Commensurate with experience.
Profit Sharing:	% of year-end profit pool
Computer:	Laptop, purchased by company

Benefits

Medical Benefits:	Company contribution—50% cost of individual Blue Cross/Blue Shield silver plan with OptiMed.
Work Related Expenses:	Guardian will provide reimbursement for all work-related transportation, accommodation, meals and customer/prospect entertainment expenses (per Guardian guidelines).
Vacation:	1-week in Yr-1. 2-weeks in Yr-2 (3-weeks in Yr-3), standard US holidays (New Year's Day, Memorial Day, Independence Day, Thanksgiving, Christmas). With permission, additional leave is possible as responsibilities allow.