



Title: Territory Manager

Location:

Type: Full Time

Direct Supervisor: Sales Manager

Advanced Business Methods is seeking a full-time sales representative.

The successful candidate will understand what motivates customers to buy and know how to effectively help with their needs. If you are competitive, performance driven and financially motivated, this is the opportunity for you!

Advanced Business Methods is a customer service focused company that has been in business for **50 years** with current locations in West Fargo, Grand Forks, Bismarck, Minot and Dickinson. At ABM, we are in the business of helping businesses become more efficient through the implementation of state-of-the-art document production devices and several managed solutions that help enhance specific areas of a business, including managed print services and document management. We are proud to be a 100% employee owned business!

Our Mission: We grow our business by providing excellent products, superior services and support in an ethical manner thereby improving the lives of our employees and customers, resulting in a positive impact on the communities we service.

Responsibilities of Sales Representative

- Attain assigned sales targets
- Develop and manage all assigned accounts
- Maintain current contact lists and connect with each customer periodically
- Proactively develop new accounts in assigned territory
- Effectively utilize provided technology to manager territory
- Prepare and deliver effective presentations to customers as needed
- Prepare monthly sales report and prospect report
- Attend and actively participate in sales meetings and complete training seminars
- Gain an understanding and communicate benefits of document management, hardware and software products
- Work closely with other branch team members such as sales, service and operations
- Keep informed with industry trends and products
- Prepare bids for large accounts





- Investigate lost sales and customer accounts
- Create proposals and complete paperwork associated with sales process
- Maintain a CRM including activities and forecasting

Qualifications of a successful candidate

- Self-starter
- Performance driven with a focus on growth
- Relationship focused
- Ability to meet targets
- Solution oriented

Education and Experience Requirements

- Bachelor's degree preferred
- High school diploma required
- Outside sales experience preferred
- Proficiency in MS Office products required

Benefits

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life and disability Insurance
- Employee Assistance Program
- Vacation Time
- 401k with Employer Match
- ESOP