

Job Description

Salesperson

Summary of Job

This position is for an outside salesperson who will be responsible for contacting and establishing business relations with current and potential customers in an effort to promote and sell the security products and services of Armor Clad Security.

Armor Clad Security offers a variety of security products and services which are technical in nature. The salesperson must learn technical information and then articulate this information to customers in a meaningful manner. Technical literacy and good communication skills are necessary.

This position requires the salesperson to be able to assess the security needs of the customer and then develop a solution using the products and services offered by Armor Clad Security to successfully meet the security challenges of the customer.

The salesperson will need to understand the basics of residential and commercial building construction in order to discern the ability to hardwire security components within a home or building.

The salesperson is responsible for preparing sales, maintenance, and monitoring service contracts and securing the customer's consent, signature, and payment. An understanding of proper contract preparation is necessary.

The salesperson will need to compile equipment, installation, maintenance, and service costs for each job, therefore mathematic skills are essential.

Professional sales and organizational skills are required.

Licensing by the Bureau of Security and Investigative Services is mandatory. This license requires candidates to successfully sustain background checks by the Federal Bureau of Investigation (FBI) and the Department of Justice (DOJ). LiveScan fingerprinting will also be mandatory.

Attendance at weekly company meetings is mandatory.

Daily communication with management is mandatory.

Tasks

Answer customers' questions about products, prices, availability, product uses, and credit terms.

Attend sales and trade meetings, and read related publications in order to obtain information about market conditions, business trends, and industry developments.

Identify prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences, and visiting prospective customers at their homes or places of business.

Compute customer's installation or production costs, and estimate savings from new services, products, or equipment.

Contact new and existing customers to discuss their needs, and to explain how these needs could be met by specific products and services.

Demonstrate and explain the operation and use of products.

Emphasize product features based on analyses of customers' needs, and on technical knowledge of product capabilities and limitations.

Chronicle sales efforts and communications to potential and actual customers with ACT! contact management software.

Inform customers of estimated delivery schedules, service contracts, warranties, or other information pertaining to purchased products.

Participate in sales campaigns and follow marketing plan guidelines in order to meet sales and production expectations.

Knowledge

Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

Mathematics — Knowledge of arithmetic, geometry, statistics, and their applications.

Construction — Knowledge of basic residential and commercial building construction.

Economics and Accounting — Knowledge of economic and accounting principles and practices and the analysis and reporting of financial data.

Skills

Speaking — Talking to others to convey information effectively.

Persuasion — Persuading others to change their minds or behavior.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Instructing — Teaching others how to do something.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Equipment Selection — Determining the kind of tools and equipment needed to do a project.

Mathematics — Using mathematics to solve problems.

Abilities

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Speech Clarity — The ability to speak clearly so others can understand you.

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Written Expression — The ability to communicate information and ideas in writing so others will understand.

Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly

Work Activities

Communicating with Persons Outside the Organization — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.

Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.

Interpreting the Meaning of Information for Others — Translating or explaining what information means and how it can be used.

Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.

Scheduling Work and Activities — Scheduling projects and activities, as well as the work of others.

Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes meeting perspective customers in their homes or places of business.

Estimating the Quantifiable Characteristics of Products, Events, or Information — Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.



Employment Application

Please print legibly and fill in all the blanks. Resumes may be attached, but a completed application is still required. Applications which are not completely filled and signed will not be accepted.

I. Personal Information

First Name	Middle Name	Last Name	
Home Address		City	ZIP Code
Home Phone	Cell Phone	Other Phone	Desired Compensation

II. References

Name	Relationship
Phone Number(s)	Best Time To Call
Name	Relationship
Phone Number(s)	Best Time To Call
Name	Relationship
Phone Number(s)	Best Time To Call
Name	Relationship
Phone Numbers()	Best Time To Call

III. Education History

High School Attended	Graduation Date	
College Attended	Major / Degree	Graduation Date
College Attended	Major / Degree	Graduation Date
College Attended	Major / Degree	Graduation Date

IV. Employment History

Name of Firm		Position / Title	
Supervisor		Phone Number(s)	
Begin Date	End Date	Starting Compensation	Ending Compensation
Duties Performed			
Reason for Leaving			
Name of Firm		Position / Title	
Supervisor		Phone Number(s)	
Begin Date	End Date	Starting Compensation	Ending Compensation
Duties Performed			
Reason for Leaving			
Name of Firm		Position / Title	
Supervisor		Phone Number(s)	
Begin Date	End Date	Starting Compensation	Ending Compensation
Duties Performed			
Reason for Leaving			

V. Questionnaire

	Yes	No
Are you available to work part-time?		
Are you available to work full-time?		
Are you available to work overtime?		
Are you available to work weekends?		
Have you ever applied for employment with Armor Clad Security before?		
Do you have any relatives employed or affiliated with Armor Clad Security?		
Did you receive a job description for the position you are applying for?		
Did you read the entire job description for the position you are applying for?		
Do you understand all that is specified in the job description for the position you are applying for?		
Do you have a valid California driver's license?		
Do you have reliable transportation?		
Can you fluently speak any language other than English?		
Have you ever been licensed as an alarm company employee?		
Are you 18 years of age or older?		
Have you ever been convicted of a misdemeanor or felony? If yes, please attach a written explanation.		
Will you be able to perform the essential job tasks for the position you are applying for with or without reasonable accommodation?		

VI. Experience

None Novice Average Expert

	None	Novice	Average	Expert
Understanding of different electronic security measures				
Understanding of alarm system monitoring				
Using an alarm system				
General computer skills				
Computer networking and IP skills				
Sales prospecting				
Setting appointments				
Generating proposals				
Making presentations to customers				
Handling customer objections				
Closing sales				
Obtaining referrals				
Retail sales				
Outside sales				
Alarm system sales				
Access control sales				
Surveillance camera sales				
Intercom sales				
Central vacuum sales				
Satellite TV sales				
Audio/video product sales				
Maintenance agreement or extended warranty sales				
Using professional photography equipment				
Filling out contracts				
Sales in the residential construction market				
Other experience in the residential construction market				
Sales in the commercial construction market				
Other experience in the commercial construction market				

VII. Qualifications

Explain any relevant qualifications you possess that will assist you in the performance of this job.

VIII. Certification and Authorization

I hereby certify that the information in this employment application is true and correct. I understand that, in the event of my employment by Armor Clad Security, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize Armor Clad Security to inquire into my educational, professional, and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any current or former employer to provide employment-related information about me to Armor Clad Security and will hold Armor Clad Security and my current or former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize Armor Clad Security to obtain any criminal, credit, and consumer check.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with Armor Clad Security, is intended to create an employment contract between myself and Armor Clad Security under which my employment could be terminated only for cause. On the contrary, I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me or Armor Clad Security at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

I understand that if employed, I will be required to perform a Live Scan fingerprinting, sustain a criminal background check by the United States Department of Justice and the Federal Bureau of Investigation, and provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature: _____

Date: _____

Instructions

Please make sure you have responded to every inquiry and signed the application.

Resumes may be attached to the application, yet the entire application must be completed even if the information is already contained on your resume.

You may submit the completed application at the address below.

Armor Clad Security
716 Kearney Ave.
Modesto, CA 95350
209.522.3325