

## Position Summary

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|-------------------------|--|----------------------|--|
| <b>Location</b>         | Herndon, VA  | <b>Req'd Travel</b>  | 10%  |
| <b>Reports To</b>       | Sr. Vice President of Sales & Marketing                    | <b>Manage Others</b> | No   |
| <b>Department</b>       | Sales  | <b>Employee Type</b> | Full-Time, Exempt                                  |
| <b>Division</b>         | Sales & Marketing  | <b>Clearance</b>     | Secret Eligibility                                 |
| <b>Req'd Experience</b> | 2+ years of Federal Sales Experience                       | <b>Base Pay</b>      | Competitive  |
| <b>Req'd Education</b>  | 2 year degree in related discipline or relevant experience | <b>Other Pay</b>     | 401K, Medical, Dental, Vision, Life, STD, LTD, LTC |

**Description:** Integrio collaborates with Federal clients to effectively select, acquire, implement and support IT solutions that sustain and support their organizational missions, at the best value. We place the satisfaction of our customers as our highest priority; this is reflected in our enthusiasm for introducing innovative technologies and industry best-practice methods to solve their problems.

The Inside Sales Representative (ISR) develops, solicits and closes new business, generates sales quotations, and handles customer inquiries. May also support outside sales team. The ISR must be a confident, fully engaged team player who is dedicated to bringing a positive and enthusiastic outlook to work each day and has the ability to work with the highest regard for ethical business practices.

### Essential Functions:

- Deliver the Integrio Technologies value proposition and respond to questions
- Respond to customer inquiries via phone and email
- Assist potential customers during their evaluation process
- Contact and quote prospects
- Maintain close contact with quoted end-users and purchasers to motivate order movement
- Cultivate opportunities during the sales process by gaining knowledge and understanding of current initiatives and future projects
- Turn opportunities into lucrative long-term relationships by up-selling, add-on selling and cross-selling other products and services
- Demonstrate our commitment to customer satisfaction with post-sales contact; making sure customer is satisfied with their purchase and explore additional needs
- Use satisfied customers as a springboard; ask about referrals to others who may need our solutions
- Develop and maintain solid relationships with assigned OEM & Distribution partners
- Maintain accurate customer and pipeline records within Salesforce
- Provide management with information regarding market conditions, new business opportunity identification and potential partnerships

**Knowledge and skills:**

- Knowledge of OEM & Distributor pricing practices
- Ability to set goals and work independently
- Ability to work under time pressure and deadlines
- Excellent organizational and time management skills.
- Excellent oral and written communications skills
- Strong problem solving abilities
- Strong internal and external customer service focus
- Proficient in the English language.
- Proficient in MS suite of products including but not limited to Word, Excel, PowerPoint, Visio, etc.

**Education and work experience:**

- 2+ years of Federal technology sales experience
- Experience with U.S. Federal Acquisition practices
- Associate's Degree or equivalent work experience

**Driving Classification:** Must have a valid DMV driver's license

**EEO Statement:** Integrio is an Equal Opportunity Employer/Affirmative Action Employer (M/F/D/V). It is the policy of Integrio to ensure equal employment opportunity in accordance with Executive Order 11246, as amended and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), or veteran status is illegal. Integrio managers and employees will comply with state and federal equal employment laws, rules, regulations and guidelines experience.

Integrio utilizes E-Verify.