



## **JOB DESCRIPTION — SALES ASSOCIATE**

### ***Amarac Nigeria***

Amarac is a global leader in information technology. We leverage technology to help businesses grow, communities thrive, and people prosper. Our culture is built on tenets that derive from the golden rule. A culture driven by people with different backgrounds and cultures, serving our clients with innovative solutions that solve their business problems, create stability, and drive growth.

**Amarac Technology Solutions Limited**, a subsidiary of **Amarac Technologies Incorporated**, with headquarters in the United States, consistently stands out in a competitive marketplace as an employer of knowledgeable, highly skilled, and competitive talent. We are a company that provides tailored IT solutions that enhance businesses and empower their employees. At the core, our job is to help remove obstacles that inhibit efficiency and productivity. As you consider the value of working for Amarac, we encourage you to remember that our dynamism, winning attitude, and strong performance will maximize your potential.

### Position Summary/ Essential Duties and Responsibilities:

The Sales Associate supports the sales and marketing team in the sales process. He or she must be patient, possess excellent phone manners and people skills, and knowledgeable in the company's products and services. The Sales associate should be proficient in the Microsoft productivity tools, especially, Word, PowerPoint, Outlook, social media and using the internet. Duties include:

- Creating presentation materials and sourcing literature for products and services.
- Responding to customer inquiries, managing campaigns, processing leads
- Taking and making sales and marketing calls
- Making follow up and courtesy calls to customers to ensure customer satisfaction
- Providing information and documentation to help the sales and marketing teams and customers make informed decisions
- Processing leads (lead entry and qualification)
- Providing outstanding customer service support before and after a sale
- Supporting the sales and marketing team with creating presentation materials and sourcing information on competitors, literature for products and services
- Responding to customer inquiries
- Managing campaigns
- Making sales and marketing calls
- Answering customer phone calls and emails

- Providing information and documentation to help the sales and marketing teams and customers make informed decisions.
- Assisting customers in determining their needs and routing customers to the appropriate sales or support team
- Searching the internet for information
- Ask all customers for referrals.
- Develop strong relationships with customers and look for opportunities to further expand their products.
- Take full advantage of company training sessions and literature to remain current with product offerings.

Qualifications:

- Bachelor's degree experience
- 2+ years of experience sales
- Experience in a performance driven ad metrics-based sales approach is a plus
- Ability to produce results and willingness to be measured solely on those results
- Proficient with Microsoft productivity tools (Office applications, Teams, SharePoint, and Outlook)
- Attention to detail
- Strong analytical skills
- High degree of integrity; strong moral character
- Must be able to successfully pass a pre-employment drug/alcohol screen following a conditional offer of employment.
- A valid state motor vehicle operator's license with a clean driving record is required.

Interpersonal Skills:

- Must be self-motivated and goal oriented
- Must possess strong communication skills
- Must be able to learn quickly
- Ability to read people well
- Good listening skills
- Friendly personality
- General understanding of the sales process

Employment Type: Full-time

Benefits:

- National Health Insurance Program
- Dental insurance
- Vision insurance
- Employee assistance program
- Life insurance
- Two weeks paid time off

Schedule:

- 8-hour shift (9 – 5 PM)

Work Location:

- Abuja, Nigeria

Eligibility Requirements:

- Interested candidates must be 18 years of age or older
- Must be willing to submit to a background investigation; any offer of employment is conditioned upon the successful completion of a background investigation
- Must have unrestricted work authorization to work in Nigeria. For employment opportunities in Nigeria, Amarc hires Nigerian citizens, permanent residents, asylees, refugees, and temporary residents. Temporary residence does not include those with non-immigrant work authorization, such as students in practical training status. Exceptions to these requirements will be determined based on shortage of qualified candidates with a particular skill. Amarc will require proof of work authorization
- Must be willing to execute Amarc's Employee Agreement or Confidentiality and Non-Disclosure Agreement which requires, among other things, post-employment obligations relating to non-solicitation, confidentiality, and non-disclosure

Amarac offers competitive salaries and some benefits, employee assistance program, career development, and training programs. *Amarac believes that all persons are entitled to equal employment opportunity and does not discriminate against nor favor any applicant because of race, sex, color, disability, national origin, religion, creed, age, marital status, citizenship, veteran status, gender, or any other protected class. Equal employment opportunity will be extended in all aspects of the employer-employee relationship, including, but not limited to, recruitment, hiring, training, promotion, transfer, demotion, compensation, benefits, layoff, and termination. In addition, Amarc will make reasonable accommodations to known physical or mental limitations of an otherwise qualified applicant with a disability, unless the accommodation would impose an undue hardship on the operation of our business.*

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