# \*Insert Company Logo Here\*

Technology Advisor (Sales)

**Location:** Local operations office or showroom/experience center

**Reports to:** Owner and/or President

**Direct Reports:** None

**Position Overview**

This position is responsible for developing and nurturing revenue-generating relationships with clients and industry partners by using technical expertise, high levels of activity and consultative business development skills to guide clients, architects, designers, and builders to technology solutions that perfectly match their needs.

Essential Duties and Responsibilities:

* **Sales and Client Relationships:**
	+ Actively establish and nurture relationships with industry partners (architects, designers, custom homebuilders) and others who influence and/or recommend technologies and services offered by the Company.
	+ Build sales relationships by providing education, consultation, presentations, and information about the Company’s technology solutions.
* **Proposal Development and Contract:**
	+ Capture prospective project information including all participant data, project scope, timeline, expectations, and any clarifying information about the project needed to inform and guide the Company’s design team.
	+ Coordinate the development and assembly of proposals and present them to project participants.
	+ With management approval negotiate contractual details with the client, the builder, and/or representatives while supporting Company interests at all times.
	+ Promote consistent adherence to Company’s Project Process among all project team members.
* **Client Relationship Management:**
	+ Maintain contact with the client and/or representatives during the project as needed to support coordinated information flow between project participants and the Company’s project team.
	+ Actively seek, coordinate, assemble and present changes orders.
	+ Attend the project delivery and client orientation meeting along with production team members and assist in obtaining final sign-off by the client and ensure that the Company has met the established project expectations.
* **Revenue Planning:**
	+ In conjunction with executive management, develop, monitor, and meet annual and quarterly sales goals

Skills and Abilities Required:

* 3-5 years consultative selling into the High End Residential construction industry preferred.
* Previous experience with audio/video and residential electronic systems projects preferred.
* Strong communication and written skills.  Ability to persuasively present proposals to clients and trade partners.
* Well organized, detail oriented, and self-motivated with initiative to seek out and manage client relationships.
* Good telephone etiquette.
* Ability to work independently.
* Knowledge of the construction and design/build industry, including contract structures (time and materials, fixed fee, cost plus, etc.), trade coordination, and project management.
* College degree preferred.