

# 4 The Office

## A Division Northeast Print Supplies & Equipment

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**Position:** Account Executive

**Territory:** Lehigh, Northampton and Schuylkill Counties

4 The Office a Division of Northeast Print Supplies, one of the fastest growing Office Equipment and Supply Companies in Northeast Pennsylvania is currently seeking Sales Account Executives for the Lehigh, Northampton and Schuylkill County Territory. We currently serve some of the largest employers in Northeastern and Central Pennsylvania.

**You will have the ability to sell the following products and services:**

**Office Supplies-** We offer an Office Supply Catalog with over 40,000 items, online ordering, competitive pricing and free next day delivery for all orders over \$50.00.

**Copiers, Printers and Print Management Software-** We are an Authorized Hewlett Packard Business Partner, Authorized Kyocera Dealer, Authorized Sharp CCR Dealer, Authorized PrintSmart Dealer and a PaperCut Print Management Value Added Reseller.

### Primary Responsibilities

- Develop and deploy a strategy to sell our products to accounts that are highly under penetrated.
- Plan and manage a territory, evaluate and grow our existing account base, sales forecasting and target new business.
- Evaluate, create and monitor marketing promotions on a regular basis.
- Create, present and follow up on proposals presented to prospects and existing customers.

### Qualifications

- Bachelor's Degree or Equivalent Sales Experience
- Customer relationship building and problem solving skills required.
- Excellent written and verbal communications skills.
- Strong track record of demonstrated success and quota achievement.
- Computer, internet and Microsoft Office Products experience.

### Compensation and Benefits

- Base Salary commensurate with experience.
- Generous Monthly Commissions on both recurring revenue generated in our online store and the other products you sell.
- Quarterly/Year End Bonus Plan based upon achieving as well as exceeding sales goals.
- Eligibility for additional earnings/incentives offered by the Manufacturers which we represent.
- Monthly Auto and Cell Phone Allowance
- Individual Health Insurance
- 10 Paid Vacation Days per year
- Opportunity for advancement based upon performance.

### Contact Information

Please forward you resume to [info@4theoffice.net](mailto:info@4theoffice.net) or call 1-866-710-2679 to schedule an interview.

