



SEKO is a client centric company, so it's essential that all of our employees have a customer service ethic which drives everything they do, on top of their individual skill sets.

To ensure we retain our position at the forefront of this exciting and rapidly developing industry, we want to find new people to work with us, who understand our five Core Values and want to share in the future success of the business.

## SEKO'S CORE VALUES

1. **Respect** - for ourselves, all others, and our community
2. **Client Focus** - we are in business to serve our internal and external clients, and to satisfy their needs
3. **Integrity** - no compromise, hold self-accountable for actions
4. **Teamwork** - we need to really work together
5. **Fun** - work hard, play hard

Job Description for SEKO Logistics:

Position: Territory Representative:

**This person will need to be professional, credible, driven and results-oriented with a positive outlook. Have clear focus on quality and are naturally proactive and have essential traits such as reliability, tolerance, and a sense of urgency.**

### **Essential Responsibilities:**

- Develop a robust business strategy for prospecting, building relationships, closing and maintaining new and existing customer base.
- create a dynamic pipeline of qualified new key business relationships through sales channels including lead generation and networking.
- continuing customer communication, face to face visits, administrative follow up and problem solving to affirm commitments.
- Develop a solid understanding of all SEKO Services and offerings and be able to identify and execute opportunities.

- Identify new market initiatives and value added sales strategies to align with SEKO Logistics service offerings.
- Strategic, customized proposal preparation per client need to close new business
- Understand and maintain opportunities in their pipeline via CRM
- Complete weekly planner prior to the new week beginning.
- Introduction to two new customers per day while keeping 4 maintenance calls within the surrounding area.
- Understand SEKO solutions and demonstrate one IT solution per month.
- Entertainment: Treat each Lunch or Dinner in a fashion that will move SEKO as a company forward. Be mindful as if it was your own money being spent. Maintain at least one to two lunches per week and one outside entertainment per month.
- Report to work each morning by 7:30am and or be at your first appointment by 9am. If working extended areas from the office you will be required to report to work on office day and complete all CRM notes and planner daily

#### **Language Skills:**

**Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organization.**

#### **Mathematical Skills:**

**Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.**

#### **Reasoning Ability:**

**Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.**

#### **Computer Skills:**

**Word processing software: Windows office**

**Spreadsheet Software: CRM and Automated tools**

**Order processing Systems: PO Management**

**Project Management Software: Warehouse Management software and TMS**

#### **Education/Experience Requirements:**

**BS/BA degree or 4-6 years of experience.**

**Knowledge, Skills and Abilities:**

Must have excellent verbal and written communication skills.

An understanding of branding and marketing, including market sector targeting.

Able to communicate solutions and the value over traditional product and features-benefits.

Familiarity with profit and loss calculations, gross margin percentages and calculations.

**Please send resume's to:**

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