

# INSIDE SALES – BOX SALES

## ROLE DESCRIPTION & RESPONSIBILITIES

**DEPARTMENT:** Sales Team

**REPORTS TO:** Sales Manager

### SUMMARY OF POSITION:

Thanks for your willingness to partner with HouseRight. It is not a stretch to say that hundreds of churches will be helped over the next decade, and thousands of people will benefit.

This role is primarily an Inside Sales role, providing technical and pre-sales design assistance, quoting, and proposal writing. Although principally a role conducted from our Lexington office, occasionally there will be some travel required to support the Outside Sales team. Success in this position is achieved through proactive communication and building trust with customers, creating and delivering quotes in a timely manner, managing and keeping sales and project data current and organized.

### WHAT WE ARE TRYING TO DO:

HouseRight serves the Kingdom of God by partnering with people to equip the Church. You are going to fuel efforts to do as much of this as we can together.

### ROLES AND RESPONSIBILITIES:

- Serving ongoing or new customers with advice and assistance with acquiring AVL equipment
- Updating sales database and managing sales pipeline data
- Creating conceptual budgets and quotes, both for projects and box sales
- Maintaining timely communication internally with team members and externally with customers
- Providing pre-sales technical expertise and design thinking as required
- Organizing and supporting Outside Sales team efforts
- Managing other duties as assigned

### SKILLS or TECHNOLOGY REQUIREMENTS:

- You have to be awesome
- You have to want to see the Church succeed
- Strong Audio, Video, and Lighting user experience as a church Technical Director practitioner
- Self directed / Self starter
- Efficient time management skills
- Organized and detail oriented
- Administratively wired
- Internal drive for accuracy
- Has the ability to multitask and handle several conversations simultaneously
- Good written and verbal communication skills

### TIME, LOCATION, COMPENSATION:

This position is a full-time salaried role with benefits outlined separately as a W2 employee. The primary job location is the HouseRight office in Lexington, KY.