



Position Description			
Job Title:	Government Sales Specialist	Date:	November 2024
Reports to:	Workplace Market Manager	Department:	Sales
Location:	Greenville, SC	FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

**Position Summary**

The Government Sales Specialist will be responsible for driving sales and expanding our presence within the GSA / Federal / State / Local Government business across the USA. This role involves identifying opportunities, building relationships with key stakeholders, and achieving sales targets. The ideal candidate will have a deep understanding of government procurement processes and experience in generating leads and closing sales through various government agencies, and A&D / construction / and contractors specializing in GSA work. The Sales Specialist provides an outstanding level of service and overall experience for each customer to market and sell office furniture and interior integration-related services. Maintain relationships with customers through continued contact. Completes customer sales transactions by inputting accurate sales data into system.

- Position Responsibilities- Essential**
- This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.
- Identify and pursue new business opportunities within federal, state, and local government agencies.
  - Build and maintain strong relationships with government officials, procurement officers, and other key stakeholders.
  - Partner with contract furniture vendors, A&D firms, contractors, and construction companies with established relationships in the GSA sector. Leverage relationships and expertise of these organizations for increased opportunities.
  - Prepare and deliver compelling presentations and proposals tailored to the needs of government clients.
  - Have familiarity with government bid boards for sales opportunities. Be able to complete and submit bids to federal, state, and local government agencies, as well as follow up and track the results of bids submitted.
  - Stay informed about industry trends, government regulations, and competitor activities.
  - Sells the programs, products, and services of Young Office by providing comprehensive solutions and compelling reasons for providers to do business with Young Office.
  - Execute sales and marketing plans to meet or exceed all sales quotas or goals. Maximizes each sales opportunity.
  - Generates leads, prospects, and qualifies potential opportunities with new and existing clients.
  - Participate in various associations and organizations to maintain industry knowledge and build additional networks.
  - Interact effectively with all levels of senior management up to C-suite level at client sites and understand inter-workings of client's various decision-makers.
  - Work cooperatively as a team member by working toward solutions that are in the best interest of the client. Works closely with operations and design departments.
  - Acts as primary client contact for all communications included but not limited to order status, project status, invoicing and collections.
  - Manage all client presentations/demonstrations.
  - Provide accurate information to administrative staff to generate quotes/orders.

- Position Responsibilities- Non-Essential/Other**
- Performs other related duties, as assigned, to promote the success of Young Office.
  - Assists other departments as needed.

- Essential Skills and Experience**
- Minimum of 5 years of experience in sales, preferably within the government sector.
  - Sound understanding of government and GSA contracting including account structures, procurement processes, RFPs, and standard bid requests.
  - High School diploma or equivalent.

- Solid industry/product knowledge.
- Basic business acumen and an understanding of how the dealership works.
- Excellent verbal and written communication skills.
- Must possess excellent ability to prioritize and remain organized.
- Organizational and project management skills.
- Ability to work independently and handle multiple tasks.
- Ability to read AutoCad drawings.
- Proficiency with MS Office and other software programs (Word, Excel, PowerPoint).

#### Beneficial Skills and Experience

- Bachelor's degree from an accredited university in business, management, or related field.
- 5-8 years of successful Sales Management experience in the government sector.
- 5 plus years of industry related experience

#### Performance Success Factors

- Positive ratings on any and all formal and informal customer surveys
- Accuracy and professionalism of materials, reports, and written communication

#### Reporting & Management Responsibilities

- This position has no direct reports.

#### Physical and Sensory Demands

##### Physical Demands

Sit	Frequently	Reach Above Shoulder	Occasionally
Walk	Frequently	Climb	Occasionally
Stand	Frequently	Crawl	Occasionally
Handling	Frequently	Squat or Kneel	Occasionally
Reach Outward	Frequently	Bend	Occasionally

##### Lifting Requirements

10 pounds or less	Frequently	51 - 100 Pounds	Not Applicable
11 - 20 pounds	Frequently	> 100 Pounds	Not Applicable
21 - 50 pounds	Occasionally		

##### Pushing and Pulling Requirements

12 Pounds or Less	Frequently	41 – 100 Pounds	Not Applicable
13 - 25 Pounds	Occasionally	> 100 Pounds	Not Applicable
26 - 40 Pounds	Not Applicable		

#### Definitions:

- Not Applicable - Activity is not applicable to this occupation.
- Occasionally - Occupation requires this activity up to 33% of the time (0 - 2.5+ hours/day).
- Frequently - Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hours/day).
- Constantly - Occupation requires this activity more than 66% of the time (5.5+ hours/day).

#### Environmental Hazards:

The job risks exposure to no known environmental hazards.

#### Sensory Requirements:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.



*The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.*

*Additionally, employees are expected to abide by all internal control & compliance practices to:*  
*Safeguard assets from theft and misuse.*  
*Ensure segregation of duties to minimize fraud.*  
*Comply with business ethics, applicable laws, and regulations.*  
*Maintain confidentiality of proprietary information.*  
*Periodically reconcile physical assets to accounting records.*  
*Safely perform all job duties.*

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Print Employee Name

Employee Signature

Date Signed

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Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed