**Title/Position:**

**Outside Sales Representative**

**Job Type: Full-time**

A nationally accredited public adjuster firm, Gavnat and Associates, is actively seeking a strong Outside Sales Representative. Gavnat and Associates excels in providing world-class-service to clients when their residential and/or commercial properties are compromised by hail, wind, water, fire and mold damage.

**Job Description**

As an Outside Sales Representative for Public Adjuster Services, you will be responsible for using your knowledge of company services to connect with clients and generate sales for Gavnat while providing excellent customer service. The Outside Sales Representative would determine prospective clients and expand sales throughout the region.

**Job Duties**

**Responsibilities:**

* Become knowledgeable about the services Gavnat provides
* Prospect and qualify new sales leads
* Work diligently to identify potential leads, educate prospects on our services through training and presentations
* Create, plan and deliver presentations on Gavnat services
* Provide existing clients with exceptional customer service
* Maintain a well-developed pipeline of prospects
* Develop strong, ongoing relationships with prospects and clients
* Track all sales activities
* Coordinate with other team members to optimize sales efforts
* Performs other related duties as assigned needed to ensure the best quality customer service

**Qualifications:**

* Bachelor’s degree in Business, Marketing, Communications or related field OR relevant job experience in sales
* Proven ability to meet and exceed sales goals
* Proven track record of successfully managing customer relationships
* Demonstrate efficient computer skills including Microsoft Office, Microsoft Excel, Word and Outlook
* Ability to organize and prioritize client visits with excellent follow-through skills in a fast-paced environment
* Basic understanding of the insurance claim process (will train if needed)

**Behavioral Qualifications:**

* Excellent communication skills (both written and verbal)
* Demonstrate strong interpersonal skills
* Self-motivation skills are critical
* Demonstrate and maintain a high level of integrity, business ethics, and sound judgment
* Motivated to be proactive in performing job duties both assigned and anticipated
* Highly organized with a strong desire to achieve accuracy and efficiency
* Excellent attention to detail with emphasis placed on quality

**Experience:**

* 3+ years prior experience in sales and/or client relations position

**Salary and Benefits**:

Gavnat and Associates offers a competitive wage with excellent benefits including:

* Medical Insurance;
* Dental and Vision Insurance;
* Disability and Life Insurance;
* 401(k) Retirement plan with employer matching;
* Flexible Spending Account for both medical and dependent care expenses;
* Employee Assistance Programs;
* Vehicle allowance or company vehicle;
* Cell phone reimbursement;
* Flexible work schedule;
* Accrual of paid time off; and
* Paid holidays.

Salary is negotiable. Gavnat is willing to pay a highly competitive wage to the right candidate. Please email your resume and salary requirements to our Administration, Jessica Nelson at [jnelson@gavnat.com](mailto:jnelson@gavnat.com). Serious inquiries only please.