

POSITION DESCRIPTION

New Business Development Representative/ Printing Sales

Are you the New Business Development Representative we're looking for?

Company: PIP Printing and Marketing Services

Location: Iowa City, IA 52240

Industry: Printing and Publishing

Category: Sales

Experience Required: At least 2 years in the printing industry, outside sales experience helpful.

Skills: Knowledge of sales in the printing industry including offset, digital, large format, signs and promotional products.

Salary: \$18,000/yr base plus commission, health insurance and 401K

PIP Printing and Marketing Services in Iowa City, IA is seeking an experienced printing sales representative to join our growing company.

PIP Printing is part of the world's largest printing, copying and digital management network.

PIP is a leader in e-commerce for the printing industry. See for yourself at www.pipic.com. We are a full service printer that offers everything from in-house graphic design, pre-press, off-set printing, and digital printing to mailing services. Our state of the art facility has the equipment to handle any business printing need from business cards and software manuals to 4 color process complicated printing projects. Our clients range in size from local home-based businesses to Fortune 500 corporations.

Our new representative will be responsible for prospecting, qualifying, making proposals & presentations to prospects and customers, reviving dormant accounts and servicing new and existing accounts. You will team with other company staff to bring together the customer's needs and the company's capabilities to achieve a superior product and experience that exceeds the customer's expectations

We offer:

Existing accounts, sales leads, target marketing

Business-to-business sales opportunities

Regional and national training resources

One of the best names and reputations in our industry

You should offer:

Self-motivation

Professional appearance and approach

Customer-first attitude

Relationship building skills

Knowledge of sales techniques including cold calling, networking, lead generation, all with the ability to capture and close a sale

Positive expectations & outlook

Strong PC skills – Word, Excel and Power Point

Willingness to play a key role on our team of professionals

Reliable transportation, valid driver's license and proof of insurability

PIP Printing and Marketing Services is part of a franchise network. Our location is Iowa City, Iowa has been locally owned and operated since 1980. Over the years, ***PIP Printing in Iowa City, IA*** has won several sales achievement and quality print awards. Our company has very little turnover with an average tenure of 12 years.

QUESTIONNAIRE

Please fill out the following questionnaire so that we can both be sure the best possible match is made. Thank you.

1. Are you interested in working in sales?

- Yes
- No

2. How many years of experience do you have in sales?

- Less than 1
- 1-2
- 3-5
- 6-9
- 10+

3. How many years of experience do you have in a field related to sales or marketing?

- Less than 1
- 1-2
- 3-5
- 6-9
- 10+

4. Do you have experience making cold calls?

- Yes
- No

5. Do you have experience identifying and qualifying leads?

- Yes
- No

6. Do you have experience selling printing?

- Yes
- No

7. Do you have telemarketing experience?

- Yes
- No

8. Please indicate the nature of your sales experience.

- Business to Business
- Business to Consumer
- Both
- Neither

9. Please indicate your level of proficiency at using the telephone to provide information concerning products and services.

- None
- Basic
- Intermediate
- Advanced

10. Please indicate your level of proficiency at analyzing customer needs.

- None
- Basic
- Intermediate
- Advanced

11. Do you have experience creating a sales plan?

- Yes
- No

12. Do you have inside and/or outside sales experience?

- Inside
- Outside
- Both
- Neither

13. Do you have experience negotiating the pricing of deals?

- Yes
- No

14. Do you have experience performing Internet research to analyze and identify market prospects?

- Yes
- No

15. Do you have experience creating marketing plans?

- Yes
- No

16. Do you have experience selling over the phone and/or in-person?

- Over the phone
- In-person
- Both
- Neither

17. Please indicate your level of familiarity working with computers.

- None
- Basic
- Intermediate
- Advanced

18. Please indicate your skill level with sales contact software programs such as Salesforce.com, ACT, and/or Goldmine.

- None
- Basic
- Intermediate
- Advanced

19. Please describe your compensation basis in past sales positions.

- Salary only
- Commission only
- Salary plus Commission
- Salary plus Bonus

20. Please offer any additional information that you feel is important for a potential employer to know about you.

APPLICATION FORM

Please complete the following application form and submit 1 of 3 ways:

1. Fax form with your cover letter to PIP Printing at 319.351.4828
2. Email form to dan@pipic.com
3. Bring your application in to PIP Printing at 2650 Mormon Trek Blvd, Iowa City, IA



Where business goes to grow.

PIP considers applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, citizenship, age, marital or veteran status, physical or mental disability, sexual orientation, medical condition or any other legally protected status.

(PLEASE PRINT)

Form with fields: Name, Date, Address, City/State/Zip, Home Phone, Cell Phone, Business/Message Telephone, Email, Social Security Number

Form with fields: Position Desired, Date Available, Salary Desired, How did you hear of opening? (internet/referral/newspaper etc.)

If employed you will be required to submit proof of your legal right to work in the United States.

If under 18 years of age, can you, after employment, submit a work permit? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you available to work: Full Time Part Time Overtime Weekends

Can you perform the essential job functions of the job for which you are applying, with or without reasonable accommodation? Yes No

Are you available to travel? Yes No

Have you ever been convicted of a felony? Conviction will not necessarily disqualify an applicant from employment. Yes No

If yes, please explain: _____

Have you ever had any job-related training in the United States Military? Yes No

If yes, please explain: _____

Professional References: (list persons other than former employers or relatives)

Table with 2 columns: Name, Phone Number and 3 rows for references.

Special Skills and Qualifications

Print

	Years of Experience
Quick Printing	_____
Commercial	_____
Other:	_____
_____	_____
_____	_____

Mailing

	Manufacture
Software	_____
Mail Processing Equipment	_____
Mail Processing Equipment	_____

	Do Not Know	Somewhat	Proficient
Postal Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Database Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:			

Bindery

	Do Not Know	Somewhat	Proficient
Cutting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Folding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drilling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perfect Binding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Booklet Making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:			

Offset Press

	Years of Experience	Manufacture/Model
1 Color	_____	_____
2 Color	_____	_____
4 Color	_____	_____
4 Color Digital	_____	_____
Other:		

Digital Copiers

	Years of Experience	Manufacture/Model
Color	_____	_____
Color	_____	_____
Black/White	_____	_____
Black/White	_____	_____
Other:		

Software

	Mac	PC	Do Not Know	Somewhat Know	Proficient
Adobe InDesign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Photoshop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Illustrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Acrobat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quit Imposing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enfocus PitStop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quark XPress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Dreamweaver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HTML/CSS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printshop Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printsmith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estimating/POS					
Printers Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estimating/POS					
ACT!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact Management					
Other Software:	Mac	PC	Do Not Know	Somewhat Know	Proficient
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain your interest in this particular position, and related skills and abilities. Describe your relevant background and experience. You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, or any other protected status.

Employment Experience

Start with your present or last job. You may exclude organizations which indicate gender, race, color, religion, national origin, age, ancestry, or any other protected status. If you need additional space, please continue on a separate piece of paper. *Please fill out completely, do not sue "see resume."*

Dates Employed: From: _____ To: _____

Starting Salary/Hourly Rate _____ Ending Salary/Hourly Rate _____

Job Title/Position: _____ Supervisor: _____

Employer: _____ Address: _____

City/State/Zip _____ Telephone Number: _____

Work Performed: _____

Reason for Leaving _____

Dates Employed: From: _____ To: _____

Starting Salary/Hourly Rate _____ Ending Salary/Hourly Rate _____

Job Title/Position: _____ Supervisor: _____

Employer: _____ Address: _____

City/State/Zip _____ Telephone Number: _____

Work Performed: _____

Reason for Leaving _____

Dates Employed: From: _____ To: _____

Starting Salary/Hourly Rate _____ Ending Salary/Hourly Rate _____

Job Title/Position: _____ Supervisor: _____

Employer: _____ Address: _____

City/State/Zip _____ Telephone Number: _____

Work Performed: _____

Reason for Leaving _____

Education

	Name and Location	No. of Years	Course of Study/Degree
High School			
College/University			
Graduate			
Professional/Other			

Applicant's Statement

1. I certify that all my statements and answers in this application are true and complete. I understand that any untrue or incomplete statements or omissions of requested information in this application, in interviews and/or in my resume may result in my later discharge, if I become employed by PIP PRINTING.
2. I authorize all schools which I attended and all of my previous employers to furnish to PIP PRINTING or its representatives my records, reason for leaving, and all information they may have concerning me, and I hereby release them and their employees and PIP PRINTING and its employees from all liability for any damage whatsoever arising therefrom. I also authorize and give permission to PIP PRINTING and its representatives/agents to undertake a credit check, criminal background check, driving record check and investigation of all statements in this application and will sign any documents necessary in furtherance of this authorization.
3. I understand and agree that, unless otherwise defined by applicable law, any employment relationship with PIP PRINTING will be on an "at will" basis. Upon hire, I will be required to sign an employment agreement acknowledging my "at will" employment. This means that I may resign at any time and PIP PRINTING may discharge me at any time, with or without cause or notice. Further, I acknowledge that the procedures, policies and practices of PIP PRINTING, its employee handbook, and the conditions of my employment, except the "at will" relationship, may be changed at any time by PIP PRINTING in its sole discretion and do not and will not constitute an employment contract or imply any contractual obligations.
4. I understand that this "at will" employment relationship may not be changed by any verbal exchange, written document or conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.
5. I understand that, in the event of a job offer, I may be privy to sensitive information and may be asked to execute a confidentiality and noncompete agreement. I will also be asked to submit for review and copying, documents indicating my legal authorization to work in the United States. This procedure is in compliance with the Immigration and Reform Act of 1986, which applies to all persons hired with any U.S. employer after November 6, 1986. Upon submission of these documents I will also be asked to sign an INS form I-9 under penalty of perjury indicating that I am a citizen or national of the U.S., an alien lawfully admitted for permanent residence, or an alien who is otherwise authorized by immigration laws to obtain employment in the U.S.

Signature of Applicant _____ Date _____