



## Guardian Defense Job Description

<b><u>JOB TITLE:</u></b>	<b><u>SALES REPRESENTATIVE</u></b>
<b>JOB TYPE:</b>	Independent Contractor
<b>REPORTS TO:</b>	Vice President
<b>SUPERVISES:</b>	None

### **POSITION DESCRIPTION:**

The Sales Representative's primary responsibility is to obtain new clients for Guardian Defense through various forms of communication to include phone and in-person interviews. The Sales Representative will also be required to maintain an up-to-date log of interactions with potential clients .

This opportunity is only available as a part-time position.

Location: Candidate should reside within 45 miles of zip code 33427.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Create lists of potential clients of which to contact
- Schedule appointments with prospective clients
- Create a follow up schedule for all prospective clients
- Maintain an accurate updated log of all contacts with potential clients
- Keep regular communication with Vice President and meet weekly
- Manage scheduled meetings

### **WORKING CONDITIONS:**

Work is performed at home and at Guardian Defense's office. Sales Representative must have an adequate home office that is separated from their primary living area and includes their own computer, internet access, and cell phone. This position requires reliable transportation. Sales Representative should not be performing any other tasks while working such as childcare, or other home-based positions. Sales Representative must be available to meet weekly with the Vice President.

### **QUALIFICATIONS:**

- Passion for making our schools and workplaces safer
- Dedication to promoting our mission of empowering others
- Prior sales experience
- High School Diploma



### COMPENSATION:

This position will be paid per hour by check. There will be a commission paid per meeting scheduled and per contract made.

This position provides no benefits, such as health insurance. If the independent contractor has been compensated \$600 or more in one calendar year, they will be provided with a 1099 by January 31<sup>st</sup> of the following calendar year.

### HOW TO APPLY:

- Complete a job application at <https://guardiandefenseplan.com/careers/>
- Email job application and resume to the Administrative Manager at [admin@guardiandefenseplan.com](mailto:admin@guardiandefenseplan.com)
- Include position applying for and availability