



ALARM SALES JOB DESCRIPTION

Job Responsibilities include but are not limited to:

- Review sales quotes
- Give guidance on pricing and sales tactics for particular bids
- Acquire start finish dates on install jobs (individual salesman on scope sheet)
- Monitoring: Track down end user for new install monitoring
 - Send paperwork and pricing for monitoring
 - Make corrections/updates to existing monitoring accounts
- Determine correct equipment to install on new construction projects
- Budgeting of jobs in CE
- Make sure alarm spreadsheet (POJ) is correct on all jobs
- Work with designer to ensure correct equipment
- Complete Customer Information sheet
- Perform other duties as assigned

Expectations:

- Believe In, Live, and Support Our Mission Statement, Core Values and Business Plan Daily
- Safety First –
 - Start each meeting with a Safety Topic – internal and external
 - Ensure Safe Driving of Company Vehicle or Personal Vehicle
- Complete weekly Bid Logs to track monthly Close Ratios and total Bids Won (i.e. 10-15%, 1.5M)
- Provide estimate and required budget details for all jobs bid
- Provide detailed Scope Sheets for all jobs bid
- Pursue Bid Tabs for all estimates that are not awarded
- Maintain a Global Customer View for opportunities to expand leads and relationships across product lines and customer portfolio
- Maintain an Account Ownership mindset to ensure Customer Satisfaction and Customer Retention
- Maintain Customer contacts and appointments on Outlook calendar that is accessible by Manager
- Ensure New Customer Development (minimum of 2 to 4 new customer/year)
- Ensure Customer Satisfaction and respond to Customer Satisfaction Survey feedback improvement opportunities
- Review Notices and Liens reports, contact customers as needed, and respond to Accounting team with updates
- Submit Expense Reports timely; ensure expenses are targeted and approved in advance
- Maintain an Active Membership with Organizations to promote leads and support customer relationships - 2 organizations with 6-8 functions/year



- Actively Participate in required Weekly/Monthly/Quarterly team meetings
- Proposals –
 - Use Proposal Numbers – Initials plus year – i.e. SP21-01
 - Ensure proper formatting, details are complete, with a professional appearance
- Participate in ongoing training – SOPs, Codes/Technical, Customer Service, Software, etc.
- Review Profitability reports for accuracy and estimation improvement opportunities
- Support and Ensure Adherence with Company SOPs – Job Set Up, Contracts, Change Orders, Accounting Processes, Subcontractors, etc.
- Teamwork – maintain positive interactions within your team, local office, same department in other offices, Accounting, etc.
- Actively participate in Lunch N Learns, events, trade shows, etc.
- Partner with Marketing and Business Development Team
- Know the Allied “Why” – maintain a consistent message

Knowledge:

- Minimum education of High School Diploma or equivalent
- Must possess intermediate skills in Microsoft Word and Excel software

Work Experience:

- 5+ years of experience in fire alarm sales and/or service, preferred
- Experience with fire alarm and suppression systems, preferred

Skills and Competencies:

- Self-motivated, ambitious, and interactive
- Communicative, detail-oriented, and organized
- Demonstrate positive team work and ability to be a team leader and mentor
- Excellent communication, training, and planning skills required
- Sense of pride, integrity, and organizational ability required
- Must be able to work independently and with others

ACKNOWLEDGEMENT:

The Employee is expected to comply with and support the enforcement of Allied Fire Protections policies, applicable regulatory and statutory requirements.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____