

Sales Manager Trainee

Location: Six months (or a duration of time sufficient for training) at Guardian headquarters in Richardson, TX, followed by an assigned sales territory designated by the COO.

Reports to: Brian Strzalka, COO

General Description

The Sales Manager Trainee will support management, the outside sales team, and operations across various functions, including customer service, order processing, sales communications, prospect screening, technical support, and database management. During the program, the trainee will gain comprehensive knowledge of product processes market dynamics, and organizational structure, as well as develop skills in building strong customer relationships. Upon completion, the trainee will be assigned an outside field sales territory.

Duties and Responsibilities

- **CRM system and customer database management:** Efficiently manage and maintain the CRM system and customer database.
- **Order processing and Customer Engagement:** Handle order processing, provide exceptional customer service, and support inside sales and prospecting efforts.
- **Technical Service Expertise:** Build and demonstrate proficiency in providing technical support.
- **RGA Process and Reporting:** Gain a thorough understanding of the Return Good Authorization (RGA) process and related reporting.
- **Event Support:** Assist in planning and managing company and dealer events, including sales meetings and trade shows.
- **Digital Marketing Contribution:** Provide input and content for digital marketing efforts and campaigns as well as social media support.
- **Technical Proficiency:** Develop expertise in all company products, applications, and processes.
- **Company and Product Knowledge:** Acquire a strong working knowledge of Guardian products, business structure, and company guidelines.
- **Market Analysis:** Become familiar with market trends and competitor offerings.
- **Program Documentation:** Maintain detailed records of the Sales Manager Trainee program.
- **Other Responsibilities:** Perform additional duties as assigned by management.

Requirements

- Must be personable, resourceful, self-motivated, and capable of quickly learning new skills with minimal supervision, while demonstrating excellent communication abilities.
- Proficiency in Microsoft Office Suite is required.
- A 2- or 4-year degree is preferred.
- A willingness to relocate after completing training and receiving a territory assignment is essential.

Compensation

Salary: Compensation is commensurate with experience and paid monthly

Benefits

Medical Benefits: The company contributes 50% toward an individual BCBS plan (PPO or HMO).

Work Related Expenses: Lodging, meals, entertainment, airfare, various transportation, and other job-related expenses are covered through the company credit card.

Training Expense: The company covers lodging in Richardson and transportation between the employee's home residence and Richardson for training.

Vacation: 1 week in Year 1, 2 weeks in Year 2, 3 weeks in Year 3. Includes standard US holidays. Additional leave may be granted with prior approval, depending on job responsibilities.

Mobile Phone: Personal phone utilized with a company-paid, downloadable app.

Computer: Owned and issued for work purposes.

Please send your resume to Brian Strzalka at brian@adhguardian.com, Alan Pats at alan@adhguardian.com, or by mail to:
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