



Infodesign Bulgaria Ltd. is a value-added distributor focused on providing unique IT security products and technologies. We are operating since 1992 and currently have 2 regional offices - in Sofia, Bulgaria and Bucharest, Romania. Our mission is to deliver unsurpassed solutions and products to support a complete secured information environment by working side by side with our business partners to supply best of breed products and solutions to the Bulgarian & Romanian IT markets.

As an addition to our team we are seeking to hire a **Sales Professional**.

As a sales professional you are expected to sell the company's products and services within different verticals.

Essential Functions of the Job:

- making appointments to meet new and existing customers
- understanding your customers' needs
- making presentations to promote new products and special deals
- agreeing sales, prices, contracts and payments
- advising customers about delivery schedules and after-sales service
- keeping in contact with existing customers in person and by telephone
- preparing and processing orders
- know your competitors and the products they are offering
- going to conferences and seminars and keeping up with industry trends
- meeting sales targets
- reporting sales trends
- excellent customer service and verbal communication skills
- excellent written skills and the ability to do some administrative work related to documentation and ticket tracking of opportunities/meeting follow up
- maintain professional relationships with colleagues, partners and clients
- additional duties as assigned

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