



# Outside Sales Representative

## Job Description

Are you looking to further your sales career or are you ready to begin a highly lucrative career in outside sales? Are you ambitious and eager to achieve financial success? Are you looking to be recognized throughout the company for your hard work with awards, company trips, and commission checks? If you're nodding yes, we want you! Capitol Document Solutions, (CDS) is one of the fastest growing Document Solutions companies in the mid-Atlantic region and we are rapidly expanding. We are in need of aggressive, motivated, and energetic individuals to become valuable members of our team. We are adding brand new territories in downtown Washington DC and Northern Virginia that provide uncapped commissions and tremendous potential for advancement to Sales Management or Major Account Representative. CDS is all about winning and recognizing you for your contributions. We provide a fun and family like atmosphere while maintaining a competitive team mentality.

### RESPONSIBILITIES AND SKILL SET

- Initial 2 week training program where you will learn from Senior Management and Sales the art of closing, prospecting, and the technology that we offer. Ongoing training every week.
- Sell the latest Document Workflow technologies and Solutions to every major vertical market.
- Possess an Entrepreneurial Spirit by building your own small business within your assigned territory.
- Prospecting and developing relationships with C Level Executives.
- Implement a top-down sales approach targeting Presidents, CFOs, and HR Directors to convert prospects into clients.
- Proactively develop new customer contacts, review leads, participate in customer business communication planning and deliver customized solutions by being the main Point of Contact.
- Sell Capitol Document Solutions products and services by calling on and maintaining relationships with established and prospective commercial and government accounts within assigned territory.
- Responsible for meeting established sales quota.
- Prepare accurate, legible and timely reports as required by management and recognize that this activity is an integral part of the position's responsibility.

**Employment Type:** Full-Time

### Benefits Offered:

- **Individual and Team Bonuses on top of Commissions**
- **Team Outings**
- **Company Trips**
- **Medical, Dental, Life Insurance**
- **401K plus Pension Program**
- **Gym Membership**

### About Capitol Document Solutions:

Capitol Document Solution (CDS) is an award-winning provider of advanced document workflow, document management, and document imaging solutions in the Washington DC Metro area.

Our focus is to make communication and information sharing both simple and secure through innovative technology and personal, professional and predictable customer support.