

# BLACKWOOD ASSOCIATES INC.

INNOVATIVE SOLUTIONS FOR NETWORK CHALLENGES™

Blackwood Associates, a reseller of network monitoring and security tools to government and commercial customers, is seeking an energetic professional to join our sales team at our office in Annapolis, MD. Blackwood Associates is a family run, ethics based business, and we are looking to hire professionals that will continue to keep BAI growing while adhering to the strictest standards of ethical behavior. If you have a positive attitude, strong work ethic, great attention to detail, high integrity, and the willingness to learn, then we want to talk to you!

## SALES ASSOCIATE

### Responsibilities:

- Builds and maintains customer relationships.
- Prepare reports of business transactions.
- Promotes the sales of products through direct solicitation.
- Maintains records of calls made.
- Compiles lists of prospective customers for use as sales leads.
- Handles inbound sales calls.
- Investigates and resolves customer problems.

### Requirements:

- College degree required.
- Sales or marketing experience a plus.
- Excellent oral and written communication skills.
- Familiarity with working database software.
- Proficient in Microsoft Office including Excel.
- Ability to work in a fast paced environment.
- Ability to multi-task.
- Ability to make cold calls.
- Strong time management skills.

## **Benefits:**

As part of “Team Blackwood”, you can expect to be rewarded for a job well done. You can also expect to work in a fun, collaborative, and open-door environment. At BAI we offer hands-on training as well as a benefits package that is second to none including:

- Competitive Salary and Incentives
- Very Strong Commission Structure
- Full Healthcare Coverage
- Cell Phone Coverage
- Various Expense Account Benefits
- Generous paid vacations and holidays
- Retirement Plan
- Company-Sponsored Trips and Activities

Blackwood Associates is an equal opportunity employer. Give us a call today to get your career started!

**Please forward your resume and cover letter to Mindy Mansager:**

[Mindy@BlackwoodAssociates.com](mailto:Mindy@BlackwoodAssociates.com)

-Or-

Blackwood Associates, Inc.

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