



Job Description

Job Title: *Business Technology Consultant*
Location: *Great Falls, MT*
Department: *MFP Sales*
Reports To: *Director of Business Development – MFP's*
Responsible for supervising others: *No*
FLSA Status: *Exempt (not overtime eligible)*

360 Office Solutions is a sixty-five-year-old family business whose purpose is to nurture relationships with our employees, customers, and community by providing customized end-to-end business solutions. If you want to belong to a team that does that well every day, this company could be an excellent fit for you.

Our clients are growth-minded businesses with five or more employees in the U.S. who expect appropriate, effective business solutions, local, responsive service, quality products, professional, knowledgeable consultants, and consistent delivery across all product and service offerings. This role could be a great fit if you have experience working with this type of client – or want that experience.

You will love it here if you:

- Have a positive attitude
- Are adaptable
- Are authentic
- Are grateful
- Are respectful

Job Summary

As a Business Technology Consultant at 360 Office Solutions you will be responsible for consulting with customers on the appropriate document management system for their unique workflow. At 360 Office Solutions, our proven sales process is to identify target customers, set appointments with decision makers, diligently identify customer needs, present relevant solutions, ask for the sale, deliver, install, train and follow-up consistently. Through our proven process, we form long-term mutually beneficial relationships with our customers in becoming partners in their business goals and office technology needs.



You'll love coming to work every day if you get, want, and have the capacity to do:

- Develop new revenue opportunities through prospecting, leads and referrals
- Present proposals to meet and exceed customers' expectations
- Maintain customer relationships, working to be their preferred partner
- Collaborate with fellow 360 colleagues and consultants
- Coordinate with copier technicians on new and existing equipment
- Deliver, Install, Train and Follow Up Consistently on new equipment to customers
- Travel Requirement: Local and regional travel required
- Participate in community events to build self and brand recognition
- Continually educate yourself on product features and benefits
- Actively manage all opportunities and customer relationships in the company's customer relationship management system (CRM).

You'll have success here if you value clear processes and feel qualified to do the following things:

- Exhibits company core values of Adaptable, Authentic, Grateful, Positive Attitude and Respectful on a daily basis.
- Self-starting individual who is competitive by nature
- Eager to meet new customers and find networking avenues to meet community business professionals
- Proficient in the use of Microsoft Office products and ability to learn new software quickly and confident across multiple technology platforms
- Excellent communicator who thrives as part of a team environment
- Highly organized with attention to detail, keeping their CRM up to date with account and prospecting activities
- Ability to provide excellent customer service in a fast-paced environment

Our company runs on the Entrepreneurial Operating System (EOS). That means as a member of our team you will have a leader who:

- Provides the training you need to be effective in your role
- Gives clear directions
- Makes sure you have the necessary tools
- Acts with the greater good in mind
- Delegates appropriately
- Takes time to truly understand your role and how you can help the company
- Makes their expectations clear
- Communicates well



- Has effective meetings
- Meets one-on-one with you
- Rewards and recognizes your performance

Physical Demands

- Ability to move 50lb.+ copiers on a daily basis
- On feet for multiple hours a day
- Ability to go up and down stairs
- Valid driver's license and reliable form of transportation

Experience

- Previous experience in outside, B2B sales is preferred
- Bachelor's degree in business related field preferred

Benefits

- Competitive wage with tremendous commission earning potential
- Medical, Dental, Vision Insurance
- HSA or FSA accounts available
- 401(k) w/employer match
- Mileage reimbursement on business related travel
- Paid holidays and vacation
- Fitness reimbursement available
- Vendor rewards program with pre-paid debit card
- And more!

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties requested by his/her manager.