

Northwest Open Access Network (NoaNet) is a not for profit wholesale telecommunications company formed by several Public Utility Districts (PUDs) in Washington to bring high-speed telecommunication services into underserved communities for utility uses and use by their constituents. NoaNet operates a fiber optic network throughout the state, connecting the local PUD communications networks to each other and to the major carrier connection points in Seattle, Spokane and Portland.

NoaNet is hiring a **Sales Administrator/Junior Account Manager** to support current staff and maintain and grow accounts in Washington. The position's responsibilities will be split between administrative support and customer support; combining sales with internal and customer service. They will act as the contact between companies and work closely with customers to establish their needs. They make sure no details fall through the cracks and customers depend on them to guard their interests. This position will be located in the Seattle area with customer across the State of Washington.

Specific Duties:

- Maintains accurate records of sales calls, customer files, and sales activity information.
- Interface with carrier partners to acquire quotes for services.
- Create and maintain Revenue Projection Reports
- Sales Contract development, execution and maintenance.
- Support Senior Account staff on duties as needed.
- Expands sales in existing accounts by introducing new products and services; developing new applications.
- Develops sales strategies, proposals, and forecasts.
- Increases sales opportunities by engaging in product demonstration, merchandising, marketing, and advertising.
- Closes sales by building rapport with potential account; explaining product and service capabilities; overcoming objections; preparing contracts.
- Increases visibility and value in client's products and services.
- Contributes information to market strategy by monitoring competitive products and reactions from accounts.
- Identifies market potential by qualifying accounts.
- Recommends new products and services by evaluating current product results; identifying needs to be filled.
- Must be self motivated and able to self manage with a Home Office base

NoaNet Offers

- Relaxed corporate environment with home office based staff
- Non-commissioned sales force supports collaboration within sales team
- Generous vacation and medical insurance
- Retirement and 457B fund
- Continuing Education Support
- Professional advancement opportunities

Job Requirements

- Bachelors degree or equivalent experience recommended
- 50% travel required
- Great interpersonal and intercommunication skills required
- Ability to work in a virtual environment with multiple time demands and priorities. Create a functional Home Office Base

When applying send your resume to jobs@noanet.net and include the Job ID: JAM060710 and your last name in the subject line.