



(770) 465-4000

Internet Café

\$ **5**
Per Hour

Job Description

Position:	Sales Rep / Computer Center Asst. (Part-time)
Reports To:	Store Owner
Supervises:	None
Posted:	09/21/2010
Shift:	11am – 4pm / 4pm – 9pm
Salary Range:	\$7.25 - \$9.00 per Hour + Commission

Job Summary

Under the supervision of the Store Owner, sells internet café membership passes, services plans and other internet services to students at surrounding colleges. Demonstrate products and advice clients on how using our membership program best benefits college students. Responsible for all sales activities, from lead generation through close in an assigned territory. Develops and implements agreed upon Marketing Plan & strategies which will meet both personal and business goals of expanding customer base in the marketing area. Works closely with business owner for the achievement of customer satisfaction, revenue generation, and long-term membership goals in line with company vision and values. Assist in all areas of PC Support and Internet Café functions.

Duties and Responsibilities

1. Interact with customers, answers questions and make sales.
2. Participate in outside sales activities and events as needed.
3. Registers patrons for memberships to use the computers in the café.
4. Develop marketing strategies that will best benefit the increase in membership sales.
5. Demonstrates technical selling skills and product knowledge in all areas of internet café to give effective presentation. Ability to make exciting and eye catching presentations.
6. Assist in the implementation of company marketing plans / ideas as needed.
7. Maintains accurate records of all sales and prospective activity including sales calls, presentations and follow-up activities within their assigned territory.
8. Maximizes all opportunity in the process of closing a sale in order to increase maintain quotas.
9. Assists patrons needing technical assistance in the internet, e-mail, resume, Microsoft Office, and other computer software. Assist patrons with internet research as well. Keep statistics.
10. Responsible for sourcing and developing clients relationships and referrals.
11. Process / accepts cash and credit transactions from patron.
12. Maintains computer hardware including computers, printers, and associated peripherals.
13. Record store traffic and hourly activity and provide hourly reports.
14. Work flexible (if applicable) shifts upon demand.



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Job Requirements

- Build trust, value others, communicate effectively, drive execution, foster innovation, focus on the customer, collaborate with others, solve problems creatively and demonstrate high integrity and professionalism.
- Demonstrates the ability to carry on business conversation with business owners and decision makers.
- Maintain contact with all clients in the market area to ensure high levels of customer satisfaction.
- Strong understanding of customer sales and marketing styles and techniques.
- Sales driven individual is a must!
- Proven ability to achieve sales quotas.
- Be physically able to perform the essential functions of the job with or without reasonable accommodations.
- Effective oral and written communications abilities and presentation skills are mandatory!
- Ability to listen and follow complex written and oral instructions.
- Ability to communicate with slow pace learners and provide assistance.
- Ability to conduct oneself with tact and courtesy regardless of situations.
- Ability to maintain and establish effective working relationships with co-workers and the public.
- Ability to make decisions in accordance with established policies and procedures.
- Must be able to assemble/disassemble or move around computers and monitors daily.
- Ability to use computers and to utilize computer software.

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