



National Sales Representative Application Material

Please read the career position description beginning on page 2. If, after reviewing the information, you believe you possess the essential skills and experience outlined and would like to apply, please follow the steps below to submit the required application material:

- 1 Complete the "Application for Employment" beginning on page 4.
- 2 Include your résumé and cover letter.

Note: Résumé will not be accepted unless accompanied by completed application

- 3 Send the application material to OSI, either by e-mail or by fax:

By E-mail:

- In the To: line, enter careers@qmedtrix.com
- In the Subject: line, enter the name of the position exactly as it appears in the title above

By Fax:

- 503.963.3385
Attention: <name of the position as it appears in the title above>

Qmedtrix Systems, Inc.

Job Description

Job Title: National Sales Representative

Department: Sales, #20-20

Company: QSI

Reports To: Executive Vice President

FLSA Status: Exempt

Prepared by: Director, Human Resources

SUMMARY

Sells services to prospects by performing the following duties:

ESSENTIAL FUNCTIONS INCLUDE THE FOLLOWING.

Other duties may be assigned.

1. Develop new business by identifying and contacting qualified prospects using strategic campaigns comprised of: personal contacts, trade shows, and corporate leads
2. Maintain contact and build lasting and trusting relationships with prospects and clients.
3. Draft follow up communications and complete prospect proposals.
4. Organize meetings, with other members of the company, to meet with your prospects.
5. Develop marketing campaign concepts to present to the Executive Vice President.
6. Attend trade shows, conferences, and other high visibility events.
7. Prepare sales information and required reports to management.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TECHNICAL REQUIREMENTS

Working knowledge of...

Outlook, Excel, and Word Processing.

Demonstrates the following competencies...

Oral Communication - Speaks clearly and persuasively in positive or challenging situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs;

presents numerical data effectively; able to read and interpret written information.
Organizational Support - Follows policies and procedures; completes reporting and activity tasks correctly and on time; supports organization goals and values.
Professionalism - Approaches others in a tactful manner; is self-motivated; is disciplined under pressure; treats others with respect and consideration regardless of status or position; accepts responsibility for own actions; follows through on commitments; accepts high levels of accountability.
Business Acumen - Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; minimum 3 years industry related experience. Prefer current or previous experience with a PPO, HMO, TPA, or Carrier. Strong knowledge in one or a combination of: workers' compensation, union trusts, group health, auto medical claims and federal programs.

Certificates, Licenses, Registrations

None required

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, internal opinions, and governmental regulations. Ability to write reports, business correspondence, and proposals. Ability to effectively present information and respond to questions from groups of managers, prospects, and clients.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to reach with hands and arms. Position requires the ability to travel up to 60% of the time.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

THIS JOB DESCRIPTION DOES NOT IN ANY WAY CONSTITUTE A CONTRACT FOR EMPLOYMENT

Qmedtrix Systems, Inc.

Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant name: _____ Date: _____

Position(s) applied for or type of work desired: _____

Address: _____

Telephone #: _____ Social Security #: _____

Type of employment desired: Full time Part time Temporary

Date you will be available to start work: _____

Are you able to meet the attendance requirements? Yes No

Do you have any objection to working overtime if necessary? Yes No

Can you travel if required by this position? Yes No

Have you ever been previously employed by our organization? Yes No

Can you submit proof of legal employment authorization and identity? Yes No

If you are under 18, can you furnish a work permit if it is required? Yes No

Have you ever been convicted of a crime in the last 7 years? Yes No

If yes, please explain (a conviction will not automatically bar employment):

Driver's License number (if driving is an essential job duty): _____

How were you referred to us? _____

EMPLOYMENT HISTORY

Please provide all employment information for your past three employers starting with the most recent.

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title:

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title:

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title:

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

OTHER SKILLS AND QUALIFICATIONS

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

EDUCATIONAL HISTORY

List school name and location, years completed, course of study, and any degrees earned:

High school: _____

College: _____

Technical Training: _____

Other: _____

REFERENCES

List 3 reference names and telephone numbers (do not include relatives or employers):

Reference Name	Relationship To Applicant	Phone Number

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation of material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement of contract for employment. Accordingly, either the employer or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant Signature: _____ **Date:** _____