

**NCI Data.com, Inc.**

Job Description

**Job Title:** Salary

**Reports to:** CEO, CFO

**Compensation:** Salary plus commission on earned sales

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**Work Schedule:** 8am to 5pm Monday through Friday

**Job Objectives:** Work with existing and new customers on a consultant basis to assess customer needs and how they can be filled through NCI delivered services.

Successfully market NCI services: Fiber Connectivity, Webhosting, Netcare, VLANs, WANs, VPNs and VoIP.

**Duties:** Develop sales approach for business and home use of these products.

Call on potential customers, on site and on telephone.

Assist in coordination of schedule of work to install services. This coordination will involve communication with installation person(s), CEO and CFO.

Preparation of quotes for service in coordination with CEO and CFO.

Prepare necessary documentation to complete sales transactions. Invoices, User agreements and others as necessary.

Other duties as assigned

**Performance**

**Expectations:** Timely completion of tasks necessary for sales transactions.  
Duties performed in a friendly, courteous and professional manner.

**Qualifications:** General Knowledge of Computer networking and computers. Good organization and prioritization skills. Able to effectively handle multiple task and deadline requirements.