

Careers



*Office Essentials is a two-time “Best Place To Work Winner.”
We believe that happy employees equate to happy customers.
If you like to work hard, have fun and add value then please
consider joining our team.*

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Driver Specialist

Job description

Office Essentials' Operations Department is looking to add a reliable member to our delivery team.

We're looking for a responsible individual to be a part of our delivery team in our St. Louis, MO location, making deliveries to our customers with a focus on timeliness and customer service. Previous experience a plus but not required.

Requirements:

- Previous driving experience is preferred but not required.
- An outgoing personality and the ability to effectively communicate with Office Essentials' clients is a must.
- Applicant must possess a clean motor vehicle record and have a valid class E Missouri driver's license.
- The delivery area is generally within a 50-mile radius of St. Louis, MO. No overnight or weekend work.
- Applicant must be able to lift up to 75 lbs. and occasionally carry items up steps.
- Applicant must be willing to work outdoors and in all weather conditions.
- Applicant must be able to drive an Office Essentials cargo van or 16' cube truck.

Benefits:

- This is a full-time position.
- Office Essentials offers Health, Dental, and Vision insurance, Accident plan, as well as a 401K savings plan.
- Paid time off and Personal Days after 6 months of employment.
- Cell Phone Allowance.

Starting pay is \$17.50-20.00 per hour based on experience level with future merit increases based upon performance.

If interested in the Driver position, please email Shawn Menke at smenke@offess.com

Business Development Manager – Public Sector (K-12, Higher Ed. & Local Gov't)

– St. Louis MO

Job Summary:

The Business Development Manager (BDM) is responsible for prospecting and closing new, Med-Large school districts, higher educational institutions, and other local government targets. The BDM is also responsible for maintaining and growing sales within the existing public sector customer base. This role serves as the primary contact for the decision-makers and leads the sales process. The BDM works closely with the Director of Sales, their company resources (such as Product Category Specialists, Marketing, etc.) to successfully win and retain business.

Key Responsibilities:

- Develop prospect lists of potential new customers. Utilizing multiple lead sources, research, plan and prioritize business contacts with potential customers.
- Initiate contact with prospects to establish interest, determine business needs and sales opportunity, through cold calling and networking. Determine creative solutions to identify and develop new customers, while maintaining the highest level of professional standards. Persistently pursue opportunities, representing the best of Office Essentials in promoting our products, services, and commitment to customer satisfaction.
- Conduct sales presentations with potential customers to formally communicate the complete range of business benefits as an Office Essentials customer.
- Maintain and grow existing customer relationships through line of business expansion.
- Collaborate with internal departments to research product and pricing options to satisfy all customer potential business needs. Continue to communicate with potential customers to retain interest and result in business engagement.
- Present contracts and/or service and support commitments for customer approval when the sales process is finalized, ensuring that customer business needs.
- Maintain a high degree of industry, category, and web offering knowledge to be able to articulate the OE value proposition to OE customers.
- Oversee the addition of customer end-users within OE's e-mail database and include applicable customer contacts in OE events as outlined throughout the year.
- Attendance and participation in all OE sales meetings and customer marketing events/open houses
- Work with margin management team to ensure customer profitability.
- Design & lead quarterly/semi-annual business reviews with top OE customers

Competencies:

- Ability to set targets and design growth plans.
- Ability to interface at all levels within a school district, higher ed. Institution or local gov't entity.
- Strong analytical skills and the ability to multi-task.
- Strong verbal, written, and presentation skills.
- Strong interpersonal and customer relation skills
- Strong time management and organizational skills
- Strong business, financial, operations, and technical acumen
- Demonstrates consultative selling skills.
- Demonstrates strong teambuilding attributes.
- Computer literacy, including competency related to MS-Windows-based applications. CRM.

Experience:

- K-12 education and/or local gov't sales experience greatly preferred.
- Knowledge of GPO's/CoOps is ideal.

A little About Us:

This is a wonderful opportunity to join our fun and high-performing organization. Office Essentials is an independently operating company under the Office Depot umbrella. We are HQ'ed in St. Louis, MO and as a "Hall of Fame Winner" for the "Best Place to Work," we take the goals and needs of our employees seriously, placing them first and foremost because after all, happy employees, mean happy customers.

We would love to connect with candidates who value both independent and group work. Someone who enjoys being task oriented and detailed but also likes meeting and collaborating with customers to help them solve work-space challenges.

Benefits:

- Competitive salary and bonus program.
- Healthcare, Dental and Vision insurance.
- 401(k).
- Health Benefits/ Generous PTO.

If interested in this position, please email Jim Guntli at jguntli@offess.com

Business Development Manager, Technology (Hardware)

– St. Louis MO

Full Picture:

Office Essentials (OE) is now seeking an experienced Business Development Manager, Technology (Hardware). OE's sales strategy calls for increased visibility and market expansion in order to double our revenue by the end of 2025. Our commitment to this plan requires the right business development professional who loves not only "the hunt," but also the "client journey" within a consultative sales process. In addition to developing and implementing a company-wide technology sales strategy, this role will actively prospect for new clients while also leveraging our existing account base to grow "share of wallet." Our Business Development Manager, Technology (Hardware) will partner closely with OE account managers and company leadership to maximize revenue while ensuring the delivery of exceptional customer service.

Position Objective:

- Establish and lead a strategic plan for meeting MPS, Copier and Technology Product (hardware) revenue and profit targets through business development activities and partnerships.
- Grow technology business within existing Office Essentials Accounts and develop new accounts for Office Essentials by leading with Technology products and services.
- Provide a comprehensive print management service (MFPs and Copiers) with the goal to help companies regain control of their print environments. Efforts will result in a cost-effective plan that can work both with companies existing print fleets as well as a refresh of equipment.

LEARN & LOVE OUR BUSINESS:

Gain complete knowledge of OE's services and be able to comfortably conduct executive-level conversations with senior contacts at prospective and current clients. Keep up to date on trending topics, literature and developments relevant to our target prospects and on all emerging technologies.

DEVELOP & IMPLEMENT OUR SALES STRATEGY:

Work closely with OE's leadership team to create a sales strategy with supporting people, processes, and budget. Drive the growth of the company's revenues. Coordinate lead generation campaigns.

PROSPECT FOR NEW BUSINESS:

Self-generate leads from a strategic list of target accounts. Think creatively to build a healthy pipeline of sales leads and opportunities. Follow up on leads generated by our adjacent category sales team. Secure discovery meetings and initial sales calls with target prospects while leveraging internal resources to our advantage.

BUILD & NUTURE CLIENT RELATIONSHIPS:

Build meaningful relationships with prospective clients, illustrating OE's ability to serve as a trusted advisor who genuinely aims to understand client needs and business challenges. Conduct effective sales meetings that effectively probe, uncover issues and objections, articulate value, and define next steps. Maintain client engagement through the sales cycle by staying close and finding ways to add continual value with info sharing and best practices.

SOLIDIFY CLIENT PARTNERSHIPS & TRACK EFFORTS:

Work closely with OE's departments as applicable to customize proposals, work deals to conclusion, and provide post-sale support. Ensure smooth client transitions to operations and other internal team members. Demonstrate teamwork and problem-solving. Be proficient in utilizing a cloud-based CRM and be willing to regularly update activity and track deal status. Set schedules and manage time effectively and efficiently.

LEVERAGE MARKETING TO SUPPORT SALES:

Evaluate current marketing and new digital efforts to enhance OE's brand and to ensure the voice of the customer is represented.

HELP CREATE RAVING FANS:

Maintain strategic relationships with new clients. Ensure that we are cultivating client relationships towards increased revenue and customer loyalty. Identify client issues by communicating and engaging with the appropriate internal resources. Contribute internally to a variety of firm-building activities that may lie outside formal sales and marketing duties but help build success for OE and team members at large.

Qualifications include:

Minimum of 5-7+ years of successful sales and business development experience in a high-customized service and/or engineered product environment is required.

Familiarity with technology (hardware) is a huge plus.

The successful applicant believes that proactive phone and email prospecting is still an effective way to identify opportunities and to secure meetings with prospects.

Team player with a passion for technology and a willingness to learn the industry.

Must be a self-starter, a positive thinker, and customer-service oriented with a high level of integrity.

Strong interpersonal skills and the ability to build rapport with various levels of clients and constituents. Superior listening and probing skills are expected.

Excellent communications skills:

Presentation, public speaking, interpersonal, verbal and written. Must have a command presence and the confidence to express opinions and propose new ideas.

Strong software skills, including proficiency in Microsoft Office applications such as Word, Excel and PowerPoint. Understanding of cloud-based CRMs and willingness to utilize and track sales efforts is essential.

About Office Essentials (OE):

OE helps companies drive progress against their most critical strategic objectives by delivering technology solutions that empower people in organizations. We capture this in our tagline: "Rethinking the Essentials."

We believe that there is a better way to live and work. We believe it's important to win at work by delivering valuable solutions to our clients. We also believe that a successful life is built on much more than work and our team members need time to attend to other important areas of life.

Benefits:

Competitive salary and bonus program.
Healthcare, Dental and Vision insurance.
401(k).
Health Benefits/ Generous PTO.

If interested in this position, please email Jim Guntli at jguntli@offess.com

