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JOB DESCRIPTION - SALES REPRESENTATIVE

DEPARTMENT: Sales

JOB TITLE: Sales Representative

REPORTS TO: Sales Manager

PURPOSE: The purpose of this job is to manage floor sales, as well as maintain accurately priced merchandise on the shelves for the Service Division, in accordance with established policies and procedures.

JOB DUTIES:

Sales Duties:

- Greets walk-in and/or telephone customers, determines customers needs, and presents viable solutions.
- Communicates with customers about proper maintenance and operation techniques on equipment.
- Assists the branch office with sales such as but not limited to assisting customers with questions/concerns on products and services as well as assists in developing sales quotes.

Floor Duties:

- Maintains stocked shelves as follows:
 - Ensures the proper amount of inventory is displayed, filling shelves as necessary.
 - Accurately tags and prices items on the floor.
- Ensures the floor sales area is maintained in a neat and orderly manner with merchandise set-up, displayed, or properly stored as directed.

Other Duties:

- Receives and files literature from vendors and manufacturers in an accurate and timely manner.
- As required, operates Company vehicle in making customer deliveries as well as loading/unloading equipment or products from the delivery vehicle.

JOB REQUIREMENTS:

1. General knowledge of the industry and the ability to learn the company's products and services.
2. Ability to read and understand customer specifications and manufacturer specifications, ensuring viable solutions to customers needs.
3. Ability to apply technical knowledge to troubleshoot difficulties in equipment assemblies and/or performance.
4. Knowledge of sales techniques and methods and the ability to effectively promote the company's products and services.
5. Ability to develop and maintain effective working relationships with co-workers as well as personnel from other departments, as necessary.
6. Ability to perform basic mathematical calculations.
7. Ability to maintain valid drivers license and travel on company business.
8. Knowledge and ability to implement all safety procedures in accordance with established policies and procedures.
9. Ability to operate office equipment such as; calculator, computer, fax machine, typewriter, etc.
10. Ability to remain calm and professional during peak periods of activity.
11. Ability to interpret and work from oral and written instructions.
12. Ability to effectively communicate with customers, manufactures, and other business contacts.
13. Knowledge of organizational methods and the ability to manage multiple tasks/projects simultaneously.
14. Ability to work daily and extended hours as necessary.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8-Hour Day (may be longer during peak season)

Key:	Occasional	=	0% to 33%	N/A = Not Applicable
	Frequent	=	34% to 66%	
	Continuous	=	67% to 100%	

Standing	Continuous
Sitting	Continuous
Walking	Occasional
Bending/Kneeling/Crouching/Stooping	Occasional
Reaching Above Shoulder	Occasional
Climbing (stairs, ladders, etc.)	Occasional

Working on Heights:

Unprotected Heights	N/A
Protected Heights	N/A

Lifting Weights from 1 to 50 Pounds Occasional

Push/Pull/Maneuver Equipment/Products/Materials Occasional
Weighing from 1 to 50 Pounds

Being Around and/or Operating Moving Machinery/Equipment N/A

Operating a Vehicle (as a part of your job) Occasional

Read/Monitor Gauges on Various Equipment/Machinery Occasional

Hand Movements:

Recording Data	Continuous
Operating Office Equipment	Occasional
Operating Computer	Occasional
Simple Grasping (right and left)	Occasional
Firm Grasping (right and left)	Occasional
Fine Manipulating (right and left)	Occasional

Foot Movements to Operate Foot Controls N/A

Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties YES

Color Definition Required: YES

Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties YES

Mobility: Ability to be mobile throughout required work areas.

Office	Continuous
Project Locations	Occasional
Plant	Occasional
Equipment/Maintenance or Repair Area	N/A
Rough Terrain	N/A
Other	N/A

BASIC MENTAL REQUIREMENTS

This job requires the mental capabilities to analyze customer's business needs in providing solutions, which promote the company's products and services. Additionally, this job requires the capabilities to troubleshoot operational problems, to apply logical thinking, and to effectively communicate with customers, manufacturer representatives, and other business related contacts.

WORKING CONDITIONS AND EXPOSURES:

Working conditions vary, generally the duties of this position are performed in an office/sales type setting. Occasionally the incumbent may have exposure to weather changes, dust, moving equipment/machinery while making deliveries to customer sites.

TRAINING:

Safety:

Right-to-Know
Lock Out - Tag Out
Hazardous Materials/Chemicals
Emergency Procedures
Personal Protective Equipment

Other:

On-the-Job Training
Employee Handbook

JOB QUALIFICATIONS:

Education: High School Diploma or GED, required.
College Degree in business, preferred.

Experience: A minimum of 2 (two) years' sales or retail experience, required.

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGEMENT

Job Title: Sales Representative

YES ____ NO ____ I have been provided a copy of the job description, or the job functions have been explained to me.

YES ____ NO ____ I understand the requirements of this job.

YES ____ NO ____ I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

Date

Applicant Signature