



Outside Sales – Job Description

Function: Responsible for marketing, promoting and profitably selling products and services to existing and potential customers.

Duties and Responsibilities:

- Makes personal sales calls at customer sites on a regular basis.
- Seeks out prospective customers/business opportunities with new and existing customers.
- Establishes and maintains customer relationships in order to grow profitable sales.
- Stay current on existing and emerging product and technologies.
- Introduces and demonstrates new products to assigned accounts.
- Follows-up on all generated quotations to assure that the customer is being serviced and to document the outcome of the proposed solution.
- Generate profitable sales orders.
- Reports competitive conditions and feedback from customers to management.
- Maintains ethical, cooperative manufacturer relationships consistent with company image and company/branch goals in the marketplace.
- Executes sales efforts in an ethical and professional manner, ensuring a favorable impression of self and the company.
- Maintains a professional/working image in self and work environment including vehicle.
- Completes sales call on a timely basis.
- Fulfills customer needs for current literature, catalogs, product pricing, etc.
- Assists customers with problem solving, takeoffs, project layout/design and in pricing bills of material and project management.
- Develop and maintain a sales forecast to help analyze market conditions and/or changes in assigned territory for maximum productivity and sales growth.
- Implement a sales plan to support sales and profitability goals.
- Coordinates customer returns and completes proper documentation on a timely basis.
- Informs customers of all relevant company policies/procedures and initiatives. Reporting customer comments to management.
- Routinely communicates schedule to local branch contact.
- Performs other duties as instructed or required to successfully complete the job.

Qualifications:

- Three years of relevant sales and industry experience.
- Commitment to and demonstration of high ethical standards governing professional behavior and interactions.

- Proven proficiency in the use of a personal computer accompanied by a strong aptitude for technical applications.
- Demonstrated time management and organizational skills.
- Developed knowledge of the industry within a given market.
- Demonstrated ability to communicate clearly and concisely in written and verbal formats, including sales presentations, demonstrated capability to develop strong interpersonal working relationships and work in a team environment.
- Strong customer service orientation.
- A valid driver's license and proven safe driving record.
- Read, analyze and interpret general business periodicals, professional journals, technical procedures, etc.

Physical Ability Requirements:

- Ability to sit for prolonged periods of time, including as a driver or passenger in an automobile.
- Ability to utilize a computer keyboard, computer monitor, and telephone for prolonged periods of time.
- Ability to visit and move around at construction and other work sites, including the ability to maneuver in tight or small places. Ability to lift, carry, and otherwise transport work-related materials that frequently weigh up to 25 lbs. and that may occasion