



## **the carpenter group**

**JOB TITLE: Outside Sales Representative**

**DEPARTMENT: Outside Sales**

**REPORTS TO: General Manager**

**EFFECTIVE DATE: July 2015**

**SUMMARY:** Responsible for generating revenue and profits for the company by visiting new and current customers.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for cultivating and creating new customer sales
- Maintain existing customer base per current sales strategy
- Follow up on current bids of sales department
- Visit customer job sites, yards, and office accordingly
- Maintain current knowledge of all aspects of the services the company provides
- Attends various networking events relevant to customers
- Reviews and follows up on bids and industry trends
- Generates and develops new business to meet specified production goals.
- Maintains and nurtures existing client relationships.
- Responds to all inquiries and requests in a timely and professional manner.
- Prepares and presents sales proposals.
- Plans and manages sales territory.
- Understands and communicates information regarding company products, services, and policies and procedures to new and existing clients.
- Continually gathers information on local competition and prevalent industry and business climate within the region; communicates information to management and others as needed.
- Negotiates contracts and work agreements.
- Ensures that all required client paperwork is complete, accurate, and submitted on time.
- Provides timely and accurate reports as required.
- Attends and participates in business/trade events that impact business unit.
- Attends and participates in team strategic sales meetings.
- Performs other related duties as assigned by management.

## **QUALIFICATIONS:**

- Bachelor's Degree (BA) or one to two years of related experience and/or training
- Proficient in internet, inventory, manufacturing, order processing, spreadsheet, and word processing software
- Valid driver's license required
- Leadership skills
- Ability to develop good relationships with staff, customers, and vendors
- Managerial and industry sales experience preferred.
- Must be a self-starter and proactive.
- Commitment to excellence and high standards.
- Excellent written and verbal communication skills.
- Good judgement with the ability to make timely and sound decisions
- Creative, flexible, and innovative team player
- Demonstrated ability to make successful presentations to individuals and/or groups at all levels of an organization
- Strong organizational skills; able to manage priorities and workflow.
- Ability to work independently and as a member of various teams and committees.
- Ability to calculate figures and amounts such as discounts, interest, commissions, and percentages.
- Excellent problem resolution and consultative sales skills.
- Proven ability to handle multiple projects and meet deadlines
- Strong interpersonal skills.
- Ability to prepare reports and business correspondence.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.

## **COMPETENCIES:**

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Frequently required to stand
- Frequently required to walk.
- Frequently required to sit.

- Frequently required to use hands and fingers.
- Frequently required climb, balance, bend, stoop, kneel or crawl.
- Continually required to talk or hear.
- Frequently required to lift/push light weights up to 100 pounds
- Specific vision abilities required for this job include: close vision, distance vision, peripheral, depth, and ability to adjust or focus
- Exposure to wet and/or humid conditions
- Exposure to moving mechanical parts
- Exposure to high, precarious places
- Exposure to fumes, airborne particles, or toxic chemicals
- Exposure to outside weather conditions
- Exposure to extreme heat.
- Exposure to extreme cold.
- The noise level in the work environment usually is very louds.

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*