



PROFESSIONAL POSITION DESCRIPTION

POSITION: Outside Sales Representative

JOB CODE: 3177

SHORT JOB TITLE: OSSALES

ORGANIZATIONAL UNIT: Sales

REPORTS TO: Sales Manager

APPROVED BY: Human Resources

GRADE LEVEL: SE 10

DATE: updated 12/01/2008

MANAGER LEVEL: 6

FLSA STATUS: EX

BASIC PURPOSE: (Primary purpose of the position)

Generates and secures new sales to increase profitability of company. Services existing accounts

MAJOR RESPONSIBILITIES: (Primary accountability for specific functions and results)

1. Promotes, sells and secures new accounts for the company.
2. Services existing accounts with necessary products, time and information.
3. Assists with the selection of products best suited to customer needs.
4. Prepares, coordinates and communicates price quotations, terms of sales, delivery dates, and service obligations to customers/contractors.
5. Resolves customer complaints and problems.
6. Assists in the collection of accounts receivable.
7. Prepares and inputs orders as necessary.
8. Informs company of competitive prices, products and market-related information.
9. Researches and orders special products as necessary.
10. Estimates materials from blue prints supplied by customer/contractor
11. Adheres to Conflict of Interest or Non-Compete agreement if in place.
12. Other duties as assigned by location management.

BASIC FUNCTIONS:

1. Positions that report to the incumbent are:

2. Travel required in this position
Percentage of time

Yes No

80% outside sales and 20% office administration

3. Authority that can be exercised in this position:

Hiring and Firing

Yes No

Changing subordinate salaries

Yes No

Negotiating for contractual agreements

Yes No

Limit of capital expenditure

\$ _____

BASIC SPECIFICATIONS: (Requirements to perform at a proficient level and be fully qualified)

1. Minimum education required—High School diploma or G.E.D.
2. Minimum experience required—3 years of sales experience in building materials or related industry.
3. Special skills required—Working knowledge of building materials industry and products, ability to negotiate prices and contractual agreements.
4. Special knowledge required—Estimating from blueprints, ability to use calculator and computer
5. Other—Ability to lift 50 lbs. on a random basis and work in extreme weather conditions.