

Position Description for:

## Sales Representative

### Primary Functions

**Summary:** Sells products for manufacturer or distributor to business and industrial establishments or individuals at sales office, store, showroom, or customer's place of business by performing the following duties.

Compiles lists of prospective customers for use as sales leads, based on information from newspapers, business directories, industry ads, trade shows, Internet Web sites, and other sources.

Solicits potential new key accounts.

Travels throughout assigned territory to call on regular and prospective customers to solicit orders, or talks with customers on sales floor or by phone.

Displays or demonstrates product, using samples or catalog, and emphasizes salable features.

Quotes prices and credit terms and prepares sales contracts for orders obtained.

Estimates date of delivery to customer, based on knowledge of own firm's production and delivery schedules.

Closes transactions and takes orders.

Calculates and quotes prices.

Prepares reports of business transactions and keeps expense accounts.

Works with inside sales representatives to keep account activities and literature up to date.

Tracks stock levels.

Coordinates customer training.

Enters new customer data and other sales data for current customers into computer database.

Develops and maintains relationships with purchasing contacts.

Investigates and resolves customer problems with deliveries.

Attends trade shows.

# Southwest Solutions Group

## Position Description Continued

**May perform other duties as assigned.**

### Prerequisites

<b>Education / Experience:</b>	High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.
<b>Certificates / Licenses:</b>	Driver's License required
<b>Language Development:</b>	Reading: Read novels, poems, newspapers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Writing: Prepare business letters, expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style. Speaking: Participate in panel discussions, dramatizations, and debates. Speak extemporaneously on a variety of subjects.
<b>Reasoning Development:</b>	Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.
<b>Mathematical Development:</b>	Compute discount, interest, profit and loss; commission, markup, and selling price; ratio and proportion, and percentage. Calculate surface, volumes, weights, and measures. Algebra: Calculate variables and formulas; monomials and polynomials; ratio and proportion variables; and square roots and radicals. Geometry: Calculate plane and solid figures; circumference, area and volume. Understand kinds of angles, and properties of pairs of angles.

### Position Considerations

<b>Job Environment:</b>	While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions and moving mechanical parts. The noise level in the work environment is usually moderate.	
<b>Physical Demands:</b>	Stands less than 1/3 of time. Walks less than 1/3 of time. Sits more than 2/3 of time. Uses hands to feel, finger, or handle 1/3 to 2/3 of time. Reaches with hands and arms 1/3 to 2/3 of time. Listens or talks more than 2/3. Lifts or exerts force of up to 20 pounds less than 1/3 of time. Uses close, distant, color, peripheral, depth perception vision and adjusts vision focus. Individuals with disabilities may receive reasonable accommodations to perform essential work functions.	
<b>Supervisory Duties:</b>	This job has no supervisory responsibilities.	
<b>Department:</b>	<b>Reports to:</b>	<b>FLSA Class.:</b> Management / Non-management

### Development and Approval

<b><u>Date revised:</u></b>	<b><u>Revised by:</u></b>	<b><u>Approved by:</u></b>	<b><u>Approval date:</u></b>
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