

POSITION: Outside Salesperson

REPORTS TO: Sales Manager

BACKGROUND REQUIREMENTS: Some college, or equivalent work experience preferred. A minimum of 3 years of lumber and building supply industry experience. Superior oral and written communication skills. Good basic math skills, and a level of proficiency on computer systems. Very motivated and organized. Good driving record.

PRIMARY RESPONSIBILITIES:

1. Develop New Sales

- Generate prospects from referrals and cold call leads
- Qualify all leads obtained
- Set a schedule of meetings and presentations
- Complete and present quotes in a timely manner
- Follow-up on all prospective sales presentations
- Collect competitor information

2. Service and develop existing customer relationships

- Schedule periodic field calls on all accounts
- Present new products
- Make ongoing inquiries regarding planned and upcoming projects
- Facilitate special product orders
- Coordinate large inside/outside projects

3. Complete All Required Sales Reports and Forward to Management

- Sales activity weekly schedule
- Sales call reports
- Monthly summary of sales activity in process

4. Coordinate the Timely Completion of Large and/or Complicated Quotes/Estimates with the Sales Manager

5. Maintain a Necessary Level of Product Knowledge

- Attend trade group meetings
- Study new product literature and technical specifications
- Maintain awareness of special promotions
- Attend periodic product training programs

6. Assist in Customer Collections as Requested by the Administrative Department

SECONDARY RESPONSIBILITIES:

1. All Other Tasks and Projects as Assigned by Management