

JOB DESCRIPTION

Job Title: Outside Sales Representative
Department: Sales
Reports To: Manager
FLSA Class: Exempt
Pay Type: Salary plus Commission

I have received my job description and understand that I will be evaluated on the requirements set forth therein.

Signature: _____

Date: _____

SUMMARY

Strong, ambitious, motivated team player who will develop new accounts utilizing all services or products that J&B offers, generate own sales leads and contacts, develop new business with existing customers while servicing the customer needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include the following; however, other duties may apply.)

- Create and conduct sales presentations that outlines all products and services
- Confers with potential customers regarding best practices and methods to produce parts and components
- Assist in resolving customer complaints regarding sales and services
- Control expenses to meet budget requirements
- Participate effectively in the identification and development of new products and opportunities
- Increase company sales through direct contact with new and existing customers
- Build company to company relationships
- Creates sales leads and contacts
- Make cold sales calls on companies
- Follow up with customers on payments
- Weekly overnight travel may be required into specific territory
- Represent self and J&B in a professional manner and with good ethics
- Submit request for quotes
- Submit weekly call reports with detailed reports of calls
- Read and interpret manufacturing blueprints
- Communicate honestly, professionally and respectfully with others and demonstrates effective listening skills
- Flexible with time and schedule to assure availability to customer or company as circumstances warrant
- Ability to manage multiple projects with minimum direction
- Maintain and submit accurate expense reports based on expense budget
- Comply with all driving laws, operating a company vehicle in a safe and professional manner

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

- To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily

- Must be able to convey information effectively in writing, presentations or speeches to other employees
- Excellent mechanical and conceptual skills with knowledge base of the manufacturing industry
- Strong, ambitious, motivated team player, with attention to detail and concern of importance. Ability to manage multiple projects with minimum direction
- Strong computer skills including Microsoft Office Outlook, Excel, etc.

EDUCATION and/or EXPERIENCE

- 3-5 years former outside industrial sales experience required
- Experience with various metals, alloys and foundry metal castings
- College Degree preferred, High School diploma required
- Strong understanding of manufactured/engineered components
- Willingness to travel and work globally

LANGUAGE SKILLS

Effectively communicate and understand instructions both verbally and written in the English language. Ability to effectively interpret and translate customer requirements in a professional and respectful manner.

MATHEMATICAL SKILLS

Ability to perform basic mathematical computations. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical and complex situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Excellent organizational, multi-tasking and prioritizing skills. Communicate honestly with all employees and provide solutions to problems in a timely fashion.

PHYSICAL DEMANDS

Ability to lift 50 lbs. when required. While performing the duties of the job, the employee is regularly required to sit, stand, walk and reach with hands and arms. Must be able to sit in a vehicle and drive for long periods of time. Regular travel by conventional means will be required. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

MENTAL WORK DEMANDS

Regular and on-time attendance. Hours regularly exceed 40 hours per week. Occasional travel by conventional means including aircraft and motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The noise level in the work environment is usually low.